



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Real Property

- Job Title:** REAL PROPERTY TAX RECORDS CLERK
- Salary Range:** \$49,271 - \$58,435* (*Based on years of service employed with Saratoga County)
- Work Location:** 40 McMaster Street, Ballston Spa, NY 12020
- Classification:** Competitive (This Position is being filled on a provisional basis pending the results of a civil service exam to be given at a later date)

Job Description

This is highly responsible, detail oriented clerical work involving the accurate and timely maintenance of the county assessment rolls. Incumbents in this class regularly assist town assessors in the preparation of assessment rolls including a clerical review of all assessment changes made. Duties are performed under the general supervision of the Director of Real Property Tax Services in accordance with set procedures prescribed by the Saratoga County Real Property Tax Services Department. Does related work as required

Minimum Qualifications (at least)

Graduation from High School or possession of an equivalency certificate (GED) and two (2) years of experience involving substantial use of real property assessment or appraisal records.

Typical Work Activities (*Illustrative)

- Assists in the maintenance of and approves for correctness changes to the assessment rolls;
- Assists town assessors by demonstrating proper methods and procedures for maintaining and updating assessment records;
- Confers with government officials, town assessors and the general public on assessment records;
- Corrects errors on assessment rolls and resolves problems resulting there from;
- May train other department personnel in a variety of record keeping tasks;
- Responsible for balancing of a variety of assessment books against computerized assessment data;
- Prepares various reports related to property assessed valuations;
- Performs a variety of related clerical duties in connection with the work of the Real Property Tax Service Agency that include strong analytical and composition of applicable correspondence;
- Operates computing, calculating and other office machines.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- This Position is being filled on a *provisional* basis pending the results of a civil service exam to be given at a later date

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted until the vacancy has been filled

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.