



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Treasurer's Department

Job Title: **TAX COLLECTION SPECIALIST (HELPs Program)**

Salary Range: \$53,066 - \$62,793* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

Work Location: 40 McMaster Street, Ballston Spa, NY 12020

Classification: Non-Competitive (**Exam requirements temporarily waived**)

Job Description

This is responsible administrative work involving the County's Delinquent Tax Collection process. Duties are performed under the general supervision of Deputy Treasurer or other designated higher level administrative staff with some leeway allowed in executing the details of the work. Performs related work as required.

Minimum Qualifications

Candidates must be currently employed in the Saratoga County Treasurer's, serving continuously on a permanent full-time basis for at least two (2) years.

Typical Work Activities (*Illustrative)

- Specializes in the daily operation of the public facing operations of the Treasurer's office;
- Communicates and interacts with the general public on a variety of tax related items by various means (i.e., in person, e-mail, telephone);
- Assists the public at the counter with items such as tax payments, certificates of residency, bail exoneration, fines, and surcharges;
- Billing to include NYS Parcels for Town and County taxes, school taxes, and utility corporation taxes;
- Settlement with all towns and villages for current year's Town and County taxes;
- Monthly reconciliation for all history, current and school taxes;
- Prepares a variety of records and reports;
- Performs other related duties as required.

**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 membership and competitive Compensation Plan



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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 through the date posted, or until the flyer is removed.

***** This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through December of 2026 *****

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.