



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Real Property

Training Opportunity

- Job Title:** REAL PROPERTY TAX SERVICE ASSISTANT (HELP's Program)
- Salary Range:** \$51,099 - \$60,796 (*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

Work in this role involves the performance of a variety of clerical tasks in the control and maintenance of real property tax data. Although the duties are of a clerical nature, incumbents must be able to learn the terminology used in real property transactions and be able to read and understand technical documents such as tax maps. Work is performed under the direct supervision of the director or other division appointed supervisor in accordance with set practice and procedures prescribed by the Saratoga County Real Property Tax Services Agency. Performs related duties as required.

Minimum Qualifications (at least...)

Graduation from high school or possession of a high school equivalency degree (GED) and one (1) year of paid clerical experience involving the use of real property valuation, real estate, title searching or assessment terminology or appraisal records.

NOTE: THIS POSITION IS BEING HIRED TEMPORARY BASIS TO TRAIN UNDER THE PERMANENT REAL PROPERTY TAX SERVICE ASSISTANT BEFORE HER RETIREMENT.

Typical Work Activities (*Illustrative)

- Perform a variety of office tasks including, but not limited to, answering the phone, filing and the general operations of the department;
- Gathers data from a variety of sources including tax rolls, assessment rolls, deeds and tax maps to assist the public and other municipal agencies with requests for information;
- Maintains records for real property transfer deeds and enters data into "Sales Web" application for distribution to NYS and county assessors;
- Assists in the preparation and printing of tax rolls, assessment roll and tax bills;
- May perform field review of tax parcels;
- Prepares and balances weekly deposits;
- Assist in the preparation of training materials for various department related training programs;



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- Other related tasks as necessary

**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

- Incumbent would not be eligible for any benefits until transitioning out of the temporary Trainer position

To Apply (via Link Provided is preferred method)

- 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 complete 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 June of 2028 *****

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.