



NIAGARA COUNTY  
CIVIL SERVICE  
111 Main Street – G2  
Lockport, New York 14094

Malcolm A Needler  
Personnel Officer

(716) 438-4071

## REAL PROPERTY INFORMATION CLERK

### No 60-510 Examination Open to the Public

Salary Range: \$21.09 - \$24.53

The examination will be held to establish an eligible list used to fill any appropriate vacancy that may occur in the Niagara County Real Property Tax Services Department during the life of the list.

**RESIDENCE REQUIREMENTS:** Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment. **Preference in appointment may be given to successful candidates who have been residents of the municipality in which the appointment is made. Non-residents may be required to become a resident of the appointing municipality if local law so states.**

**MINIMUM QUALIFICATIONS:** Candidates must meet the following on or before the date of the written exam. **If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded.**

Graduation from high school or possession of an equivalency diploma and one of the following:

- AND:** 1. Graduation from a New York State accepted college or university with an Associate Degree in a business related field **and** one (1) year of experience in the preparation and/or utilization of real property related records such as; appraisal reports (not market analysis used in the listing of property for sale), deeds, title searches, income and expense statements, rental/lease agreements, and real property transfer related reports (ie.NYS RP5217, closing statements);
- OR:** 2. Three (3) years of experience in the preparation and/or utilization of real property related records such as; appraisal reports (not market analysis used in the listing of property for sale), deeds, title searches, income and expense statements, rental/lease agreements, and real property transfer related reports (ie.NYS RP5217, closing statements).

**NOTE:** Experience as a real estate agent will not be accepted.

**DUTIES:** This position involves assisting the County Director of Real Property Tax Services in instructing assessors, training, researching problem properties, calculating tax rates and coordinating the implementation and maintenance of a computerized Real Property Information System. When assigned, the incumbent is responsible for office administrative duties such as payroll, maintaining office supply inventory, budget transactions, accounts payable and receivable, and other incidental clerical functions. The work is performed in accordance with policies determined by the Director of Real Property Tax Services permitting latitude for organizing the work. During the absence of the Director, the senior incumbent may be required to lead other staff members. Does related work as required.

**NOTICE TO CANDIDATES:** The use of calculators is **RECOMMENDED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboard such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **Cell phones and smart watches are prohibited.**

**DRUG SCREENING:** Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

**APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE.  
YOUR APPLICATION WILL BE DISAPPROVED IF PAYMENT IS NOT RECEIVED BY THE FILING DEADLINE.**

FILING DEADLINE

**DECEMBER 17, 2021**

A **non-refundable \$15.00 application fee** is required.  
Apply and pay online or submit a check or money order  
payable to: **Niagara County Civil Service**

ANNOUNCEMENT ISSUED: November 10, 2021

EXAMINATION DATE

**FEBRUARY 5, 2022**

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**FEE WAIVERS:** Waivers for the filing fee must be completed in full and submitted with required documentation or your application will be disapproved.

**SUBJECT OF EXAMINATION:** There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Preparing written material:** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
2. **Understanding and interpreting tax maps and site plans:** These questions test for the ability to read, analyze and perform computations based on various types of maps and plans, and may include tax maps, deed descriptions, site plans, survey maps and building layouts. All the information needed to answer the questions will be provided in the maps, plans, layouts or related written material. A calculator and magnifying glass may be helpful for answering some of these questions. Candidates may bring their own calculator and magnifying glass if they so choose.
3. **Data collection:** These questions test for a knowledge of the variables that are collected for residential, commercial, vacant and farm properties.  
  
Hypothetical situations may be used to test for candidate knowledge, skill, and ability in this area.  
  
The majority of these questions are based on the terms, concepts, and principles of data collection that are contained in the Department of Taxation and Finances' data collection manuals which can be found at: [www.tax.ny.gov/research/property/assess/manuals/assersmanual.htm](http://www.tax.ny.gov/research/property/assess/manuals/assersmanual.htm)
4. **Principles and techniques of real property appraisal:** These questions test for a knowledge of principles and practices used in the appraisal of agricultural, commercial, and residential real property including knowledge of the three approaches to value; sales comparison, income, and cost estimation.
5. **Principles, practices and theory of real property assessment:** These questions test for a knowledge of the equalization rate process, the assessors' calendar, the content of the assessment roll, and the exemptions from real property taxes in New York State. These questions will also test for the ability to use public relations skills when confronted by individuals in your municipality.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**CANDIDATES NOTE:** You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. **EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangement for taking all tests at one test site. All examination for positions in State government will be held at a State Examination Center.

**COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT.** If you have listed college or special courses on your application it will be necessary for you to submit an official transcript or special course certificate. **Documents can be submitted electronically or in hardcopy format but must be on official letterhead or stationary. If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.**

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Please review [\*\*IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES\*\*](#)

Niagara County Civil Service #2022-05