



# NIAGARA COUNTY JOB POSTING

## OPEN TO THE PUBLIC

TITLE/POSITION #: REAL PROPERTY TAX SERVICES AIDE #10524

PAY RATE: \$19.25 - 21.70

DEPARTMENT/DIVISION: Real Property Tax Services

WORK LOCATION: Brooks Building

STATUS: Provisional

DESCRIPTION: This position involves responsibility for the collection, recording, and maintenance of data associated with real property tax administration.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one of the following: 1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate Degree in Secretarial Science or a business related field and one (1) year of paid experience in a position working with real property related records such as: deeds, property transfer reports, title searches, tax maps, surveys, appraisal reports, closing statements or other legal instruments and records in a department of municipal, State or Federal government, accounting, law, insurance, real estate or abstract office or related agency; OR 2. Three (3) years of paid experience in a position working with real property related records such as: deeds, property transfer reports, title searches, tax maps, surveys, appraisal reports, closing statements or other legal instruments and records in a department of municipal, State or Federal government, accounting, law, insurance, real estate or abstract office or related agency.

Provisional Appointment: Successful candidates will be required to take a Civil Service examination and be reachable for a permanent appointment.

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**Applications, Job Specifications, Job Postings & Exam  
Announcements can be found at:**

**<https://niagara-portal.mycivilservice.com/>**

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer

DATE POSTED: 6/30/22 DEADLINE: 8/13/22

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

OR SUBMIT PAPER APPLICATIONS TO:

Niagara County Human Resources

111 Main Street – Suite G2, Lockport, NY 14094

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