



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 is an entry-level position in the Niagara County Real Property Office, and it provides clerical support in the Office's responsibility for the collection, recording, and maintenance of data associated with real property tax administration. The incumbent is also responsible for conducting the day-to-day clerical operations of the office, which includes considerable public contact. Other duties include answering questions from the public with regard to real property issues such as tax rates, exemptions and access to deeds and maps, as well as assisting in the preparation of assessment rolls, tax rolls, tax bills and preparing related reports. The work is performed under the general direction of the Director of Real Property Tax Services or designee, with wide latitude permitted for the exercise of independent judgment in organizing the work and making decisions in accordance with established policy. This position does not require specialized knowledge of real property assessment, abstracts, or appraisal terms and procedures. Does related work as required.

MINIMUM QUALIFICATIONS: 1. Graduation with an Associates Degree in a business related field; OR 2. Graduation from high school or possession of an equivalency diploma and two (2) years paid progressively responsible account clerical and/or office clerical experience which involved the use of spreadsheets and databases and contact with the public.

**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

PROVISIONAL APPOINTMENT: Successful candidates will be required to take a civil service examination and be reachable for a permanent appointment.

DATE POSTED: **8/9/22** DEADLINE: **Continuous Recruitment**

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

**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