



## NIAGARA COUNTY JOB POSTING

DATE POSTED: 4/22/24 DEADLINE: 5/5/24

POSITION TITLE/ #: Real Property Tax Services Aide #10524

POSITION CLASS: Competitive - No eligible list

PAY RATE: \$22.32 - \$24.90/hr WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Real Property Tax Services

WORK LOCATION: 59 Park Avenue, Lockport, NY 14094

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### **POSTINGS FOR CURRENT EMPLOYEES:**

If this is a competitive class position, in order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 716-438-4071 or [civilservice@niagaracounty.com](mailto:civilservice@niagaracounty.com).

STATUS FOR CURRENT EMPLOYEES: Provisional

Submit letter of interest and resume to:

NAME: Dan Huntington, Director Office of Mgt/Budget

ADDRESS: 59 Park Ave Lockport, NY 14094

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### **POSTINGS OPEN TO THE PUBLIC:**

STATUS FOR PUBLIC CANDIDATES: Provisional

DESCRIPTION: For a complete job description and minimum requirements please visit:

[https://niagaracounty.com/Employment/Job\\_Specs\\_for\\_Civil\\_Service\\_Positions.php](https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php)

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

- 1. Graduation with an Associate 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.**

**NOTE:**

- 1. Part-time paid experience will be pro-rated.**
- 2. Office experience involves the performance of routine office tasks, such as keeping of records and accounts, correspondence, recording/entering (keying) and retrieving data and/or information, in accordance with prescribed procedures. Teller experience will not be accepted.**
- 3. Degrees and/or credit hours must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.**

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

Form Revised 4/4/2023