



## NIAGARA COUNTY JOB POSTING

DATE POSTED: **8/22/25**

DEADLINE: **9/4/25**

POSITION TITLE/ #: **Supervisor of Real Property Tax Services #13563 (HELP PROGRAM PENDING NYSCSC APPROVAL)**

POSITION CLASS: **Non-Competitive**

PAY RATE: **\$30.49 - \$35.40**

WEEKLY HOURS: **35**

DEPARTMENT/DIVISION: **Real Property**

WORK LOCATION: **Brooks Building, 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/Permanent**

**Submit letter of interest and resume to:**

NAME: **Tracy Farrell, Director Real Property Tax Services III**

ADDRESS: 59 Park Avenue, Lockport, NY 14094 or [tracy.farrell@niagaracounty.gov](mailto:tracy.farrell@niagaracounty.gov)

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

STATUS FOR PUBLIC CANDIDATES: **Provisional/Permanent** – This title will be included in the NYS HELP Program and is pending NYSCSC approval. Information on HELP can be found here: <https://www.niagaracounty.com/employment/#outer-1641>

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 position is responsible for organizing and supervising assessment and tax roll maintenance activities and for processing and printing county/town, city, village, and school tax bills. The incumbent also provides administrative support to the Director as needed. The work is carried out in accordance with established procedures and involves coordinating timely submittal of assessment information from local assessors and preparing all related reports. General direction is received from the Director of Real Property Tax Services with leeway allowed for the exercise of independent judgment in planning the order of tasks and the methods used to accomplish assignments. The

incumbent exercises direct supervision over assigned staff. Does related work as required.

MINIMUM QUALIFICATIONS: The minimum qualifications can be found here:  
[https://niagaracounty.com/Employment/Job\\_Specs\\_for\\_Civil\\_Service\\_Positions.php](https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php)

**PROMOTIONAL QUALIFICATIONS:** Two (2) years of permanent competitive status as a Real Property Information Clerk in the Niagara County Real Property Office immediately preceding the date of written examination.

**OPEN COMPETITIVE QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma AND

1. Graduation with a Bachelor's Degree in computer science or business administration and two (2) years of full-time paid satisfactory experience in a position working with real property related records such as: deeds, property transfer reports, title searches, tax maps, surveys, appraisal reports and closing statements in a municipality, state or federal government, law, real estate, abstract, or accounting office or related agency. The experience must include the use of database management software systems; OR
2. Graduation with an Associate's Degree in computer science or business administration and three (3) years of full-time paid satisfactory experience as defined in (1) above; OR
3. Five (5) years of full-time paid satisfactory experience as defined in (1) above.

**NOTE:** Degrees 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.

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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