

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE
IS NOW ACCEPTING APPLICATIONS FOR:**

REAL PROPERTY TAX SERVICE AIDE/TRAINEE

The Hamilton County Real Property Tax Service Department has an opening for a Real Property Tax Service Aide/Trainee in Lake Pleasant. Salary is commensurate with education and experience. Position is full-time with an excellent benefits package.

This is work involving responsibility for performing a variety of clerical tasks to aid in the administration of the County Real Property Taxation and Valuation Programs. Duties also involve responsibility for assisting assessors in the preparation and maintenance of assessment rolls, property record cards and other related records. The work is performed under the general direction of the Director of Real Property Tax Services. Some flexibility is required for the exercise of independent judgment in carrying out the details of the work assignments. Will perform related work as required.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma; **AND**

- 1.) One (1) year of clerical experience involving the use of real property valuation, real estate, title searching or assessment terminology and records, finance; **OR**
- 2.) Two (2) years of clerical experience as defined in 1.) **OR**
- 3.) One (1) year of responsible experience in sub-professional engineering, drafting, surveying, CAD, GIS; **OR**
- 4.) An equivalent combination of training and experience as defined by the limits of 1.) and 2.) above.

NOTE:

Study in a regionally accredited college or university or one registered by New York State may be substituted for the experience on a year-for-year basis.

Preferred - Completion of additional college level or technical courses in a related technical field such as CAD, drafting, GIS, can be substituted for the experience set forth above.

PROOF OF MINIMUM QUALIFICATIONS ARE REQUIRED AT THE TIME OF APPLICATION.

For more information or an application, please contact:

Hamilton County Personnel
PO Box 174, Court House
Lake Pleasant, NY 12108
(518) 548-6375

APPLICATIONS MUST BE RECEIVED NO LATER THAN JUNE 16, 2023