



St. Lawrence County Real Property is in search of:

Coordinator of Real Property Tax Services III

Salary: \$51,856-66,414 with excellent benefits as described below

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility, NYS Retirement, NYS Deferred Compensation, and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

This position is an administrative and a technical position which involves coordinating, calculating and processing tax bills and tax assessment rolls for all municipalities in St. Lawrence County on a cyclical basis. This position is responsible for the work involved in the planning, organization, direction and supervision of the clerical staff of the Real Property Tax Service Office. This position provides advice on real property, equalization and assessment to county, city and town agencies and officials. The incumbent performs work assigned by the Director of Real Property Tax Service III. Work is subject to review by the Director of Real Property Services III and by the New York State Office of Real Property Tax Services. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree and two (2) years of satisfactory full-time paid experience in an occupation providing administrative experience in finance and/or budget preparation in an office setting involving computer operation and other daily office functions; **OR**
- (B) Possession of Associate's Degree and four (4) years of satisfactory full-time paid experience as described in (A); **OR**
- (C) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and six (6) years of satisfactory full-time paid experience as described in (A).

NOTE: Your degree 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Additional Employment Information: **This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

Applications will be accepted until the position is filled. Send application/resume to:

St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617

Applications can be obtained from the county's website, <https://stlawco.org/Departments/HumanResources> or by contacting the Human Resources Office at (315)379-2210. **AA/EEO.**

Date Posted: 09/07/2022