

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

REAL PROPERTY TAX SERVICE AIDE (PROVISIONAL)

SALARY: \$36,914

DEPARTMENT: REAL PROPERTY

LAST FILE DATE: 4/10/2023

DISTINGUISHING FEATURES OF THE CLASS:

These duties involve responsibility for performing a variety of sub-professional tasks in assisting with the administration of the County property valuation program. This position involves responsibility for occasionally conducting field reviews to ensure that information and property descriptions, which are maintained by the County on each parcel for tax assessment purposes, are complete and accurate. This position also involves responsibility for assisting town assessors in the preparation of assessment rolls including review of changes made by the assessors. The work is performed under supervision of the Director of Real Property Tax Services with leeway allowed for the exercise of independent judgment in carrying out the details of the work assignments. A Real Property Tax Service Aide does related work as required.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County. Please provide a copy of your driver's license (front and back) for proof of residency.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a New York State equivalency diploma and two years of full-time, paid experience working with real property assessment records, real estate values, or title searching techniques. Experience working with RPS-V4 preferred.

SPECIAL QUALIFICATIONS:

Possession of a valid NYS driver's license is required at time of appointment and maintained during employment

NOTE: Part-time service will be given prorated credit toward experience requirements.

****Provisional appointment pending the successful completion of the civil service exam and being reachable on the resulting list****

Applications are available online at: www.co.montgomery.ny.us. Completed applications must be received by the last file date.