

HIRING OPPORTUNITY: CITY OF WATERTOWN

DEPARTMENT: Assessment

POSITION TITLE: Real Property Tax Service Aide

SALARY RANGE: \$41,685- \$52,219

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

PLEASE NOTE: This is a competitive title in the classified civil service. Appointment will be on a **provisional** basis only. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three.

DISTINGUISHING FEATURES OF THE CLASS: This is the stand-alone classification which involves the performance of all types of administrative tasks including moderately complex and original material development, i.e. maintaining real property records such as deeds, tax maps and assessment records. This position deals with customers in answering questions about real property issues.

MINIMUM QUALIFICATIONS: either

- A. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associates Degree or higher in business, office technology or related field and one (1) year of professional office experience involving real property valuation, real estate, title searching, or assessment, or one (1) year of experience in the management and control of data files used by the New York State Real Property Information System or equivalent system; or
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of professional office experience involving real property valuation, real estate, title searching, or assessment, or three (3) years of experience in the management and control of data files used by the New York State Real Property Information System or equivalent system.
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of professional office experience, or
- D. An equivalent combination of training and experience as stated above.

HOW TO APPLY: Apply through the online portal: <https://watertown-portal.mycivilservice.com/jobopps>

APPLICATION DEADLINE: 12/04/2024

Email civilservice@watertown-ny.gov for a complete job description.