

# Essex County Announces

## A vacancy for the position of Real Property Tax Services Aide/Data Collector

Essex County does not Discriminate the Handicapped in Employment or the Provision of Services  
Essex County is an Equal Opportunity Employer

For further information contact  
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE  
Essex County Government Center  
7551 Court Street - P.O. Box 217  
Elizabethtown, New York 12932 Tel: 873-3360  
<https://www.co.essex.ny.us/jobs.asp>

**SALARY: \$19.50/Hr. (Hired after 2009) \$21.67/Hr. (Hired prior to 2009)**

**VACANCY: ESSEX COUNTY DEPARTMENT OF REAL PROPERTY TAX SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing a variety of clerical tasks to aid in the administration of the County Property Valuation Program. Duties also involve responsibility for assisting assessors in the preparation and maintenance of assessment rolls, property record cards and other related records. The work may require field inspection, observation and documentation of data. The work is performed under supervision of the Director of Real Property Tax Services or Senior Data Collector/Mass Appraiser with leeway allowed for the exercise of independent judgment in carrying out details of the work assignments. The incumbent does related work as required

**MINIMUM QUALIFICATIONS:**

- (a) Graduation from high school or possession of an equivalency diploma and TWO years of clerical experience; or
- (b) FOUR years of clerical experience; or
- (c) An equivalent combination of training and experience.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:**

Possession of a valid New York State Driver's License at the time of appointment.

***LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL APPOINTMENT IS  
JULY 9<sup>TH</sup>, 2020***

QUALIFIED CANDIDATES WILL BE SUBJECT TO A CIVIL SERVICE EXAMINATION TO BE ANNOUNCED AT A LATER DATE.  
APPLICATIONS WILL BE ACCEPTED UNTIL THE CLOSING DATE OF THE EXAMINATION.  
PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO FINGERPRINT BACKGROUND CHECK, DRUG AND ALCOHOL SCREENING AND TESTING, AS WELL AS A PRE-EMPLOYMENT PHYSICAL.  
FOR APPLICATIONS AND INFORMATION, CONTACT THE ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE, ELIZABETHTOWN, NY 12932.