



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: REAL PROPERTY TAX SERVICE AIDE
(Provisional* Appointment)

SALARY: \$49,306.82 - \$67,557.78 annually

LOCATION: Monroe County Department of Finance
Office of Real Property Tax Services

JOB SUMMARY:

This position, located in the Monroe County Finance Department, Office of Real Property Tax Services, is responsible for servicing all real property assessment offices and performs an integral part in the preparation of the County tax levy. Duties include acting as an interface between the New York State Office of Real Property Tax Services and the town assessment offices, maintaining the New York State Real Property Database housed on Monroe County servers, and producing the tentative and final town assessment rolls, and village, school and town tax rolls. The employee reports directly to, and works under the general supervision of the Director of Real Property Tax Services or other higher level staff member. Does related work as required.

PROPOSED MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus, EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's, plus two (2) years paid full-time or its part-time equivalent experience conducting real estate assessments or property tax record keeping; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus four (4) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

From July 2022 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: January 6, 2023

Posting Deadline: Until filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.