



**Office of Personnel and Civil Service  
Job Announcement  
Please Post Conspicuously**

Michael Mascarenas  
County Manager


Shaun Gilliland  
Chairman of the Board

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- TITLE:** **DIRECTOR OF REAL PROPERTY TAX SERVICES II**  
***(Anticipated Vacancy)***
- SALARY:** To Be Determined By The Board of Supervisors
- LOCATION:** Essex County Department of Real Property Tax Services, Elizabethtown.
- BENEFITS:** Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 40 Hours work weeks (Monday-Friday).
- JOB SUMMARY:** The work involves responsibility for directing a county advisory tax service and appraisal department for city and town assessors and the county equalization agency. This is professional and administrative work involving responsibility for providing accurate, timely information and advice on real property appraisal, equalization, and assessment. Work is performed under the general supervision of the county legislature or appointing authority and is subject to general review by the State Board of Equalization and Assessment. Supervision is exercised over the work of appraisal and clerical staff. The incumbent does related work as required.
- MINIMUM QUALIFICATIONS:** *(Minimum requirements established by New York State Office of Real Property Tax Services)*
- (1) (i) Graduation from high school, or possession of an accredited high school equivalency diploma; and  
(ii) Eight years of satisfactory full time paid experience in an occupation providing a good knowledge of real property values and the principles, methods, and procedures required for the assessment of real property for tax purposes, such as assessor, principal in an appraisal firm, director of a mass appraisal project, administrative position in the office of real property tax services or real property tax agent. As part of the foregoing work experience or in connection with any other work experience, candidates must have had at least three years of full time paid administrative experience involving the responsibility of planning, organizing, and directing a work program; or
- (2) Graduation from an accredited two-year college and seven years of the experience described in subparagraph (1)(ii) of this subdivision; or
- (3) Graduation from an accredited four-year college and six years of the experience as described in subparagraph (1)(ii) of this subdivision; or

**(OVER)**

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 **Essex County Dept. of Personnel & Civil Service**  
**Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932**

 [essexcountyny.gov/personnel-and-civil-service](http://essexcountyny.gov/personnel-and-civil-service)

 **518.873.3360**

**Essex County is an Equal Opportunity Employer**

(4) An equivalent combination of education and experience described in subparagraph (1)(ii) of this subdivision, subject to the following:

(I) One year of graduate study may be substituted for one year of the foregoing experience. No more than two years of graduate study may be applied as a substitute for the foregoing experience; and

(ii) In no case shall less than four years of experience in an occupation providing a good knowledge of real property values and the principles, methods and procedures required for the assessment of real property tax purposes be acceptable.

**Note:** Prior to appointment of a new county director, the appointing authority must provide the Office of Real Property Services (ORPS) and the local civil service commission or personnel officer with a completed "Application for Qualifications Review" (RP-3006) form. The Office of Real Property Services will review the application and notify applicants and appointing authorities within 30 days about whether the applicant has met qualification standards and is therefore eligible for appointment to office.

**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 Information:** Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

**Posting Date:** July 19<sup>th</sup>, 2024

**Application Deadline:** August 19<sup>th</sup>, 2024



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