



Steven M. Neuhaus
County Executive

IMMEDIATE OPPORTUNITY

ORANGE COUNTY REAL PROPERTY TAX SERVICES OFFICE ASSISTANT ASSESSOR, PART-TIME Grade 8

Applications are being accepted for the position of Assistant Assessor, Part-Time in the Department of Finance, Division of Real Property Tax Services Office. This position is located at the Town of Chester, NY. This work involves responsibility for assisting the Assessor with collecting data and evaluating and assessing properties for taxation purposes. This position is responsible for the maintenance of property record cards, tax maps, and other related property assessment materials. Routine travel is a requirement. This work is performed under the general supervision of the Assessor in accordance with the law and local policies and procedures with gradual leeway allowed for the exercise of independent judgment in carrying out details of the work. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of sixty (60) college credits and one (1) year of the experience in real estate, title searching or assessment records; OR
- (B) Completion of thirty (30) college credits and two (2) years of the experience in real estate, title searching or assessment records; OR
- (C) Graduation from high school or possession of a high school equivalency diploma, and three (3) years of experience in real estate, title searching or assessment records; OR
- (D) Possession of a New York State Certified Real Estate Appraiser's License or two (2) years of experience as a Real Estate Broker.

SPECIAL REQUIREMENT: Possess and maintain a valid driver's license.

Note: Your degree or credits 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 or credits were 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.

SALARY: Grade 8: \$26.1259/hour; County Employees - As per CSEA contract for Grade 8

HOURS: 19 hours per week

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION.

SEND APPLICATION and THREE (3) REFERENCES TO:

Division of Real Property

Attn: Eileen Lagreca

255 Main Street

Goshen, NY 10924

Or email: ELaGreca@orangecountygov.com

Open Announcement Until Position is Filled.

*NOTE: This title may be filled in one of the below two manners:

- 1.) Through Non-Competitive appointment in accordance with the HELP Program; OR
- 2.) Appointment off the appropriate Civil service competitive list.

Employment applications can be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources page.

Or download directly here: [Application for Employment Application](#)

Equal Opportunity Employer

www.orangecountygov.com