



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 23-023 POSTING DATE*: FROM: June 8, 2023 TO: November 30, 2023

JOB TITLE: Real Property Tax Aide

RATE OF PAY: 2023 Starting Rate \$36,056 (\$18.49 per hour)

LOCATION: Ontario County Real Property Tax Department

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for and be successful in the exam according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: EITHER

1. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree; OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time equivalent, in a law or insurance office, real estate or abstract office or a closely related agency dealing with real property related records such as: deeds, property transfer reports, title searches, tax maps, surveys, appraisal reports, closing statements or other legal instruments and records;

NOTE: Advanced education degree received will be accepted in lieu of the minimum education noted.

APPLICATION DEADLINE / LAST FILING DATE*: until filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

REAL PROPERTY TAX AIDE

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS:

1. Possession of an Associate's Degree, or higher; OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time equivalent, in a law or insurance office, real estate or abstract office or a closely related agency dealing with real property related records such as: deeds, property transfer reports, title searches, tax maps, surveys, appraisal reports, closing statements or other legal instruments and records;

SPECIAL NOTE: EDUCATION: 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.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for maintaining real property records including deeds, tax maps and other assessment records in the Real Property Tax Office. Other duties include answering questions regarding real property issues such as rates, exemptions and access to deeds and maps as well as assisting in the preparation of assessment and tax rolls. Work is performed under the general supervision of Assessment Control Clerks. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists with preparation of computerized tentative and final assessment rolls and county, town, school and village tax rolls;

Reviews and verifies submitted information, data entry, calculations of county, town and special district tax rates;

Gathers property valuation data from a variety of sources including tax rolls, assessment rolls, deeds and tax maps to assist the public with requests for information;

Balances property exemption totals and tax assessment totals using a personal computer;

Identifies errors on assessment rolls and makes corrections as directed;

Answers telephone and provides information to the public;

Coordinates distribution of property transfer information;

Maintains databases regarding property transfers and tax map parcel changes;

Prepares, maintains and balances payroll and financial records;

Reviews assessment totals submitted by assessors for accuracy and prepares reports based on the findings;

Prepares and sends reports of sales transmittals to the New York State Office of Real Property Tax Services.

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REAL PROPERTY TAX AIDE

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of real property valuation and assessment; working knowledge of the New York State Real Property Tax Law and local policy; working knowledge of modern office terminology, procedures and equipment; ability to operate a computer and utilize common office software programs including spreadsheets and databases; ability to read and understand property deeds, maps and other documents of a legal nature relating to property valuation and assessment; ability to deal effectively with the public; ability to establish and maintain effective working relationships with others; ability to communicate effectively, both orally and in writing; physical condition commensurate with the demands of the position.

APPROVED: FEBRUARY 22, 2012

REVISED: 5/22/19; 7/10/19; 3/6/20; 7/31/23

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES