



DEPARTMENT OF HUMAN RESOURCES

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VALERIE M. NUGENT

Director of Human Resources

Civil Service

Labor Relations

VALERIE R. VALLONE

ALESA M. MAGUIRE

Human Resources Specialist

Jefferson County Director of Real Property and Tax Services

Jefferson County is seeking a professional individual to perform coordination and administration of the County Real Property Department. This is a department head position involving responsibility for directing a County advisory tax service and appraisal department for city and town assessors and the County equalization agency. Candidates for the position should have thorough knowledge of modern principles, practices and theory of real property valuation and assessment; thorough knowledge of real property tax laws and judicial and administrative determinations governing valuation of real property.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school, or possession of an accredited high school equivalency diploma; and 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
- (B) Graduation from an accredited two-year college and seven years of the experience described in (A) above; OR
- (C) Graduation from an accredited four-year college and six years of the experience described in (A) above; OR
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above 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 proposes be acceptable.

Interested candidates should submit resume and application to the Jefferson County Department of Human Resources by **October 14, 2016**. Applications can be found on our website at www.co.jefferson.ny.us, and can be mailed or e-mailed to jchr@co.jefferson.ny.us EOE.