

# DIRECTOR OF REAL PROPERTY TAX SERVICES II



Jefferson County is currently seeking a qualified individual to fill the position of Director of Real Property Tax Services II. This professional and administrative position directs a County advisory tax service and appraisal department for city and town assessors and the County equalization agency.

**Salary Range:** \$92,074 - \$103,630 per year

**Excellent fringe benefits include:**

- NYS Retirement
- Deferred Compensation
- Comprehensive Health Plan, Including Vision
- Candidates may be eligible for the Public Service Loan Forgiveness program
- Dental Insurance
- Flex Spending Account
- Paid Vacation
- Sick Leave

**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.

**SPECIAL REQUIREMENT:** Candidates must complete an "Application for Qualification Review" form and be certified by the State Office of Real Property Services prior to appointment.

**\*Jefferson County is an Equal Opportunity Employer\***

**Applications will be accepted until the position is filled,  
first review of applicants will be August 15, 2025.**

**Apply online on our employment portal:**

<https://jefferson-portal.mycivilservice.com/>

**Or send a cover letter, application and resume to:**

Jefferson County Dept. of Human Resources, 175 Arsenal St. Watertown, NY 13601.



jeffersoncountyny.gov

