

# REAL PROPERTY APPRAISAL AIDE

Jefferson County Real Property Tax Services



Jefferson County is seeking an individual to collect field data pertinent to property assessment and valuation for the Office of Real Property Tax Services. Duties include assisting in gathering, assembling and recording data relating to property assessment; calculating square footage; taking photographs of improvements and drawing scale plot plans.

**Salary Range:** \$20.44 - \$24.38 per hour

**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:** Graduation from high school or possession of a high school equivalency diploma and either:

- a. One year experience working in a office involving the valuation of real property; OR
- b. 30 credit hours at a regionally accredited college or university or one recognized by the New York State Education Department; OR
- c. An equivalent combination of experience and training.

**SPECIAL REQUIREMENT:** Appointees will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate their ability to meet the transportation needs of the job.

**Civil Service Exam is required for permanent appointment.**

**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 paper application and resume to:**

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

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



jeffersoncountyny.gov

