

# HERKIMER COUNTY

## JOB OPENING

**Department:** Treasurer

**Title:** Deputy County Property Agent

*Permanent Position, Full-time Opening*

**Salary:** \$43,500 (2026 base pay rate)

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional, technical and administrative work in support of the County Treasurer's real property management. The incumbent assists the County Property Agent in planning, coordinating, and maintaining the county's real property tax system, including property records management. The work is performed under the general direction of the County Property Agent with considerable leeway allowed in carrying out the details of the work. This position may act for and on behalf of the County Property Agent in their absence. Supervision may be exercised over non-professional personnel.

### MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma;

**AND: (A)** Two years of general business experience involving real property transactions;

**OR: (B)** Completion of two years work in a recognized college majoring in a business-related field;

**SPECIAL REQUIREMENT FOR APPLICANTS:** Eligibility for an appropriate New York State Drivers License; possession of license at time of appointment and throughout appointment.

### CONTACT:

*for further information:* Kimberlee Enea, Treasurer  
Herkimer County Treasurer's Office  
109 Mary Street, Ste. 2419  
Herkimer, NY 13350  
315-867-1144

Please Post for 10 Working Days (6/26/2026 through 7/10/2026)