

HERKIMER COUNTY

JOB OPENING

Department: Real Property

Title: Real Property Tax Service Aide
Anticipated Permanent Opening, Full Time Position

Salary: \$36,384.00 (2026 base pay rate)

This position may be filled from a certified list of eligibles or with exception that a person may be eligible for promotion, transfer or reinstatement according to civil service rules.

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Real Property Tax Service Agency and involves responsibility for performing a variety of clerical tasks in assisting with the administration of the county property valuation program. The tasks include collection and maintenance of physical property inventory data used for predicting residential, agricultural, commercial and vacant land property values utilizing computer assisted mass appraisal techniques. This work also involves responsibility for occasionally conducting field reviews to insure that file information and property descriptions, maintained by the county on each parcel for tax assessment rolls is correct. The work is performed under general supervision of the Director of Real Property Tax Service Agency. The incumbent does related work as required.

ACCEPTABLE TRAINING AND EXPERIENCE:

Graduation from high school or possession of a high school equivalency diploma, and –

Either: (A) One year of responsible clerical experience in real estate evaluation work or in the control of data used in computer processing application;

Or: (B) Two years of general clerical experience;

Or: (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

CONTACT

for further information:

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Please Post for 10 Working Days (8/21/2026 through 9/4/2026)