

NOTICE

A vacancy exists in the
**SCHOHARIE COUNTY OFFICE OF
REAL PROPERTY TAX SERVICES**
in the position of

DEPUTY DIRECTOR OF REAL PROPERTY TAX SERVICES I

Starting Salary: \$64,182 (CSEA grade 18)

This is a professional administrative and supervisory position responsible for assisting the Director of Real Property Tax Services in the administration, supervision, and operation of the County Office of Real Property Tax Services.

The work involves responsibility for carrying out delegated functions related to real property taxation, appraisal, equalization, and assessment administration in accordance with policies, procedures, and directives established by the Director and applicable State laws and regulations. The Deputy Director works under the general supervision of the Director of Real Property Tax Services and may act on behalf of the Director in their absence within prescribed limits of authority. Supervision is exercised over lower-level staff. Does related work as required.

This will be a *provisional* appointment; *permanent* appointment will be contingent upon successful completion of a Civil Service examination and becoming reachable on the resulting eligible list.

Candidates interested in being considered for this position must submit an employment application to the Schoharie County Department of Personnel & Civil Service, 284 Main Street, PO Box 675, Schoharie, NY 12157, (e-mail: civilservice@co.schoharie.ny.us) by the close of business on **APRIL 6, 2026**.

Applications are available in the Personnel Office or online at www.schohariecounty-ny.gov

MINIMUM QUALIFICATIONS:

(A) Possession of a bachelor's degree or higher in Business Administration, Public Administration, or a closely-related field; **and** two (2) years of experience in an occupation providing either: A good knowledge of real property values and the principles, methods, and procedures required for the assessment of real property for tax purposes, **OR** a good knowledge of statistical data analysis. One (1) year of such experience must have been in a formal supervisory-level capacity with responsible direction and control over subordinate staff; **OR**

(B) Possession of an associate's degree in a field listed in **(A)**; **and** four (4) years of experience as outlined in **(A)**; one (1) of which must have been in a formal supervisory-level capacity with responsible direction and control over subordinate staff; **OR**

(B) Graduation from high school or possession of a high school equivalency diploma; **and** six (8) years of experience as outlined in **(A)**; one (1) of which must have been in a formal supervisory-level capacity with responsible direction and control over subordinate staff.

NOTE: Part-time employment can be pro-rated to count towards full-time (based on number of hours worked per week).

SPECIAL REQUIREMENTS: Incumbent must complete required training prescribed by the New York State Department of Taxation and Finance – Office of Real Property Tax Services within the timeframes established by applicable rules and regulations.

POSTED: ALL COUNTY-OWNED, STAFFED FACILITIES.