

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE



COUNTY OFFICE BUILDING
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VACANCY ANNOUNCEMENT

REAL PROPERTY INFORMATION SPECIALIST

(*COUNTY APPLICATION REQUIRED-Go to:*<https://madison-portal.mycivilservice.com/>)

Madison County seeks a full-time Real Property Information Specialist responsible for coordinating the effective implementation and maintenance of the Real Property System. Duties are performed under general supervision of the Department Head with some leeway allowed for the exercise of independent judgment. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York registered two year college with an Associate Degree in Data Processing, Business Administration, Engineering Technology, or a closely related field and one year full-time paid experience involving the use of real property assessment or appraisal records; or
- (b) Graduation from high school and three years of full-time, paid experience involving use of real property assessment or appraisal records; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

*****THIS IS A TESTED CIVIL SERVICE POSITION*****

2022 Hire Rate: \$19.92/hr (37.5 hrs/wk).

Application Deadline: Until Filled

EOE