

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE IS NOW  
ACCEPTING APPLICATIONS FOR:**

**ASSESSOR'S AIDE**

Hamilton County's Real Property Tax Services department is hiring an Assessor's Aide with a starting salary of \$39,849 - \$42,864 (salary commensurate with experience). The position is a 35-hour work week with an excellent benefits package which includes NYS Retirement, paid time off, and health insurance. The work involves assisting in the collection, recording, and maintenance of real property assessment data. The work involves responsibility for the performance various clerical duties, both in the office and in the field, to assist the Town Assessor(s) in their work of determining assessments on real property and to aid in the administration of the County Real Property Taxation and Valuation Programs.

**Candidate chosen for the position will be given a provisional appointment, must take a civil service examination, and be in the top three scores to retain position.**

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma, AND

- a) one year of clerical experience involving use of real property valuation, real estate, title searching or assessment terminology and records, finance; OR
- b) two years of clerical experience.

**NOTE:** Completion of additional college level or technical courses in a related technical field such as Appraisal CAD, drafting, GIS, can be substituted for experience set forth above.

**Residency Requirement:** Applications accepted from candidates who are residents of a Contiguous County to Hamilton County.

**Proof of minimum qualifications are required at time of application.**

Download an application at: <https://www.hamiltoncounty.com/personnel>.

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**APPLICATIONS ACCEPTED UNTIL THE POSITION IS FILLED.**