



WARREN COUNTY
REAL PROPERTY TAX SERVICES AGENCY
County Municipal Center
1340 State Route 9
Lake George, New York 12845

Tel. 518-761-6464
Fax 518-761-6559

LEXIE A. DELUREY
Director

KRISTEN MAC EWAN
Deputy Director

NOTICE OF ANTICIPATED VACANCY

Senior Real Property Clerk

Please be advised that a provisional vacancy in the following position exists in the Department of Real Property Tax Services. Position will be filled on Civil Service requirements. A provisional appointment will be made with an examination to be held at a later date. Candidate must meet Civil Service requirements for appointment following establishment of eligible list.

Candidates must be a resident of Warren or a Contiguous County (Washington, Saratoga, Hamilton, or Essex).

Senior Real Property Clerk – Salary: \$34,102. Full Time, 40 hour work week, with benefits.

Description of job duties include: Performance of specialized clerical functions of an advanced nature. Ability to read, review, understand and process deeds and documents related to property valuation and assessment work. Assist with data collection and compilation of data. Confers with general public, officials of government and town assessors on assessment records and deeds. Prepares and prints parcel maps and custom maps using GIS software.

Minimum Qualifications: Graduation from High School or possession of a High School Equivalency diploma and; three (3) years of experience in a position dealing with real property records, real estate values, property assessments, zoning, tax maps or other related fields.

**If you are interested in being considered for this position, please respond in writing to:
Lexie Delurey, Director of Real Property Tax Services, at the above address no later than
January 23, 2018.**

Warren County is an EOE/AA Employer