

NOTICE
(As of September 8, 2026)

POSITION OPENING

In accordance with the Agreement between the Town of Rotterdam and the Town of Rotterdam Unit of the Schenectady County Chapter of the CSEA, Inc., the following position is open:

Real Property Tax Service Technician

<u>Compensation</u>		
<u>Title</u>		<u>Salary</u>
Real Property Tax Service Technician	(2026)	\$58,982.63-\$65,383.90

The above title is classified as a competitive position and does require a competitive examination under Civil Service Law.

Location:

Town of Rotterdam Assessor's Office

Qualifications:

See attached Civil Service Job Description.

Permanent appointment to positions in Schenectady County is contingent upon the successful completion of a criminal background check. All interested parties should complete and submit a standard Civil Service application form available on the Town's website at <https://www.rotterdamny.org/whats-new/employment-opportunities>. Application forms must be filed with the Town Supervisor's Office no later than close of business on **Tuesday, September 22, 2026**. Applications can be sent via USPS to Town of Rotterdam, Supervisor's Office, 1100 Sunrise Boulevard, Schenectady, New York 12306 or by email to Supervisor@rotterdamny.org.

The Town of Rotterdam is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin or any other protected class or category.

cc: **Town Supervisor**
 Town Board
 Town Clerk
 Comptroller
 CSEA President
 All Departments

Post this notice in all Town Buildings and Departments



REAL PROPERTY TAX SERVICE TECHNICIAN (TOWN)

Job Specification #: 3288
Classification: Competitive
Adopted CSC: 7/21/2026

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in a Town Assessor's Office and involves responsibility for independently performing complex clerical functions associated with real property tax administration, maintenance of assessment records, and relieving the Assessor of administrative details. The position requires the frequent exercise of independent judgment in providing information regarding departmental policies, procedures, exemptions, assessment records, and real property tax laws, while assisting with the planning and coordination of routine office operations. The incumbent is responsible for composing routine correspondence, maintaining records, processing tax-related documents, assisting municipal departments and the public, and ensuring the accuracy of assessment and tax map records. General supervision is received from the Assessor, with considerable leeway allowed for the exercise of independent judgment. Work is reviewed through conferences, reports, and the accuracy of completed assignments. Employees in this class may train and supervise subordinate staff and perform related work as required.

TYPICAL WORK ACTIVITIES (Illustrative only):

- Advises and assists Assessor's office, municipal departments, and the public in the use of tax maps, statutory filing dates, exemptions, and computer-assisted assessment programs related to assessment administration.
- Analyzes incoming correspondence and independently prepares routine correspondence and responses.
- Processes purchase orders and maintains balances of appropriate budget accounts.
- May assume administrative duties in the Assessor's absence.
- Maintains office files and records of departmental activities for use in reports, memoranda, and other official documents.
- Assists the Assessor by scheduling appointments and responding to a variety of public inquiries.
- May train, supervise, and review the work of subordinate staff.
- Searches records maintained by the County Clerk, Surrogate's Court, and other agencies to identify tax delinquent parcels.
- Prepares, processes, sorts, indexes, and maintains control records for tax delinquent parcels and properties acquired by the Town through tax foreclosure proceedings, including rentals, repurchases, and property deeded to the Town.
- Processes tax sale deeds and quitclaim deeds.
- Computes and processes recording fees and deed stamps
- Reviews tax rolls annually to coordinate Town-owned properties.
- Processes parcel changes requiring tax map revisions by analyzing changes, updating property records, and notifying local assessing jurisdictions.
- Maintains and updates property record card files and assessment records.

TYPICAL WORK ACTIVITIES (Cont.):

- Certifies and affixes tax map descriptions on deeds prior to acceptance by the County Clerk's Office.
- Reviews and evaluates tax search requests and processes them prior to transmittal to the Comptroller's Office.
- Operates tax map reproduction equipment and other office machines.
- Performs related duties as assigned.
- Does related work as required

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the rules, regulations, and procedures governing tax delinquency searches, tax foreclosure proceedings, and property transfers; good knowledge of real property terminology, legal descriptions, documents, and forms; good knowledge of property assessment terminology and practices; good knowledge of the New York State Real Property Tax Law; good knowledge of office procedures, recordkeeping methods, business arithmetic, and English; ability to type accurately at a satisfactory rate of speed; ability to read and interpret tax maps; ability to interpret legal property descriptions and accurately locate properties from recorded documents; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with municipal officials, property owners, attorneys, surveyors, and the general public; ability to organize work, prioritize assignments, and maintain accurate records with a high degree of attention to detail.

MINIMUM QUALIFICATIONS:

- A) Possession of a bachelor's degree* and one (1) year of experience in a real property tax office, assessor's office, or other governmental agency involved in the administration of property tax assessment; OR
- B) Possession of an associate's degree* and three (3) years of experience in a real property tax office, assessor's office, or other governmental agency involved in the administration of property tax assessment; OR
- C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in a real property tax office, assessor's office, or other governmental agency involved in the administration of property tax assessment; OR
- D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT:

- Possession of a valid NYS driver's license and must maintain license throughout the duration of employment.

NOTE: *Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.