

HERKIMER COUNTY JOB OPENING

Department: Treasurer

Title: County Property Agent
ANTICIPATED Permanent Opening, Full Time Position

Salary: \$47,091.00 (2024 base pay rate)

This position may be filled from a certified list of eligibles or with exception that a person may be eligible for promotion, transfer or reinstatement according to civil service rules.

DISTINGUISHING FEATURES OF THE CLASS:

This is field inspection and clerical work involving the regulation and recording of transactions regarding the receipt, upkeep and sale of real property in the county. The position is concerned with only lands acquired through tax delinquency or assignment by welfare clients and does not involve property purchased by the county for specific purposes. The incumbent is responsible for periodic physical inspection of holding as well as for security and sale. The work is performed under the general direction of the County Treasurer with considerable leeway allowed in carrying out the details of the work. Supervision is exercised over non-professional personnel.

MINIMUM QUALIFICATIONS/ACCEPTABLE TRAINING AND EXPERIENCE:

Graduation from high school or possession of a high school equivalency diploma; AND

Either: (A) Two years of general business experience involving real property transactions;

Or: (B) Completion of two years of work in a recognized college majoring in business related field;

Or: (C) A satisfactory combination of the above experience and education.

SPECIAL REQUIREMENT FOR APPLICANTS: Eligibility for an appropriate New York State Driver's License; possession of license at time of appointment

CONTACT

for further information: Kimberlee Enea, Treasurer
Herkimer County Treasurer's Office
109 Mary Street, Ste. 2419
Herkimer, NY 13350
315-867-1144

Please Post for 10 Working Days (5/9/2024 through 5/22/2024)