

JOB OPPORTUNITY



WYOMING COUNTY DEPARTMENT OF HUMAN RESOURCES & CIVIL SERVICE

PLEASE POST CONSPICUOUSLY

WYOMING COUNTY DEPARTMENT OF HUMAN RESOURCES & CIVIL SERVICE ANNOUNCES AN OPEN
COMPETITIVE POSITION FOR

DEPUTY DIRECTOR OF REAL PROPERTY TAX SERVICES: DEPARTMENT OF REAL PROPERTY TAX SERVICES

HOURS: 8:30 A.M. – 4:30 P.M.
Full Time

SALARY: \$53,045.00 per year

LOCATION: Wyoming County Real Property Tax Services
143 N. Main Street, Suite 303, Warsaw, NY 14569

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in the administration, supervision and operation of the Department of Real Property Tax Services. This is professional and administrative work involving responsibility for providing accurate, timely information and advice on real property appraisal, equalization and assessment. Work will be performed under the direct supervision of the Director of Real Property Tax Services and is subject to the general review of the New York State Office of Real Property Tax Services. Supervision is exercised over the work of Real Property Tax Services staff. Will do related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or high school equivalency diploma AND one of the following:

- A. Possession of a Bachelor's Degree with a specialization in Business or related field and two (2) years of Real Property or Assessing office experience, with recent utilization of a computerized real property database system (RPS) and municipal accounting system; OR
- B. Possession of an Associate's Degree (or completion of sixty (60) credit hours) with a specialization in Business or a related field and four (4) years of Real Property or Assessing office experience, with recent utilization of a computerized real property database system (RPS) and municipal accounting system; OR

COMPETITIVE

WYOMING COUNTY RESIDENTS MAY BE GIVEN FIRST PREFERENCE.

Wyoming County is an Equal Opportunity Employer

- C. Six (6) years of Real Property or Assessing office experience, with recent utilization of a computerized real property database system (RPS) and municipal accounting system; OR
- D. An equivalent combination of training and experience as defined by the limits of (A), (B), or (C).

NOTES:

- 1. A NYS Assessor Certification or valid NYS Real Estate Appraisal certification/license may be substituted for two (2) years of the required work experience.
- 2. Six (6) years of supervisory experience in an office setting may be substituted if candidate is currently enrolled in NYS Assessor courses ***Must complete and obtain NYS Assessors Certifications within two (2) years of appointment***
- 3. Experience with the municipal accounting system MUNIS is preferred.

APPLICATION DEADLINE: Applications from County employees must be filed by 5:00 p.m. on 03/09/2026. All other applications received from people not currently employed by the County should be filed by 5:00 p.m. on 03/13/2026 in order to ensure consideration for the position sought. Position will remain posted until filled.

ISSUED: 02/26/2026

THE INCUMBENT WILL BE A PROVISIONAL APPOINTMENT.

NOTES:

- 1. Candidates MUST submit a copy of transcripts showing degree area and date degree conferred with application.
- 2. Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

NOTICE: *If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office.*

APPLICATIONS: Please note that your application will **NOT** be forwarded to the hiring manager until we have received the following information: Civil Service Application and any supporting documentation listed in the minimum qualifications; such as licenses, high school diploma, certificates, Associate's or Bachelor's degree, etc. Applications can be found on our website at <https://www.wyomingcountyny.gov/165/Applications-Forms>. You can complete your application online at the follow link: <https://www.wyomingcountyny.gov/FormCenter/Human-Resources-48/Application-for-Employment-190>. If you have any questions, or would like to email your application and additional documents please contact jschmidt@wyomingcountyny.gov or 585-786-8830.