

## **MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE**



COUNTY OFFICE BUILDING  
PO BOX 636  
WAMPSVILLE, NY 13163  
(315) 366-2341 (Phone)  
(315) 366-2725 (Fax)

**Eileen M. Zehr**  
Personnel Officer  
eileen.zehr@madisoncounty.ny.gov

**Ryan D. Aylward**  
Director of Labor Relations  
ryan.aylward@madisoncounty.ny.gov

## **VACANCY ANNOUNCEMENT**

### **DIRECTOR OF REAL PROPERTY TAX SERVICES**

Madison County seeks a Director to provide accurate, timely information and advice on real property appraisal, equalization and assessment for our Real Property Tax Services Office. The work involves responsibility for the administration, supervision and operation of the Real Property Tax Services Office.

#### **Minimum Qualifications:**

(A) (i) graduation from high school, or possession of an accredited high school equivalency diploma; and EITHER:

(ii) Eight (8) years of satisfactory full-time paid experience in an occupation providing a good knowledge of real property values and the principles, methods and procedures required for the assessment of real property for tax purposes, such as assessor, principal in an appraisal firm, director of a mass appraisal project, administrative position in the office of real property tax services or real property tax agent. As part of the foregoing work experience, or in connection with any other work experience, candidates must have had at least three (3) years of full-time paid administrative experience involving the responsibility of planning, organizing and directing a work program; or

(B) graduation from an accredited two-year college and seven (7) years of the experience described in (A) (ii) above; or

(C) graduation from an accredited four-year college and six (6) years of the experience described in (A) (ii) above; or

(D) an equivalent combination of the education and experience described in (A) above, subject to the following:

(i) one (1) year of graduate study may be substituted for one (1) year of the foregoing experience. No more than two (2) years of graduate study may be applied as a substitute for the foregoing experience; and

(ii) in no case shall less than four (4) years of experience in an occupation providing a good knowledge of real property values and the principles, methods and procedures required for the assessment of real property tax purposes be acceptable.

Competitive salary and excellent fringe benefits including NYS Retirement System. Please send cover letter and resume to: Eileen Zehr, Personnel Officer, Madison County Personnel Department, P.O. Box 636, Wampsville, NY 13163. EOE

**NOTE:** The minimum qualification standards for county directors are mandated by **Part 8188** of the Rules and Regulations of the Department of Taxation and Finance.