



LEWIS
COUNTY
NEW YORK

REAL PROPERTY SYSTEMS
SPECIALIST
Real Property Department

Lewis County is currently seeking a full-time Real Property Systems Specialist. This is an administrative position responsible for providing on-going support to the Real Property Systems (RPS). The incumbent will be required to operate and maintain the New York State Real Property System database ensuring the information is accurate and up to date. Starting salary is \$24.09/hr. with excellent benefits and NYS retirement.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited college or New York State registered college with an associate's degree or higher, and one year of experience involving the use of computerized real property records and database management, or three years' experience maintaining financial accounts and records using a word processing and spreadsheet software; or
- B. Graduation from high school or possession of a high school equivalency diploma and three years of experience in the field of assessment administration, real property values or title searching techniques or five years' experience maintaining financial accounts and records using a word processing and spreadsheet software; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

The successful candidate will be required to pass a competitive Civil Service Examination and be reachable for appointment on the resulting Civil Service List.

This position will be filled in accordance with Civil Service Rules and Regulations.

Apply online at <https://lewiscountyny.gov> under Human Services and Job Postings. EOE.