

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Treasurer's Office is in search of:

Title Searcher

Salary: \$37,591 with benefits

This position is responsible for performing title searches on properties with delinquent taxes, and for performing a variety of clerical tasks related to tax calculation and processing in the County Treasurer's Office. A high degree of accuracy and competence is essential in the performance of these duties due to the legal and financial impact of the work performed. The work is performed under the general supervision of the County Treasurer and the Deputy County Treasurer Tax Supervisor. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Secretarial Science, Paralegal Studies, Business, Surveying, Drafting, Engineering Technology, or a closely-related field, and two (2) years of full-time or equivalent part-time paid experience involving research in, and/or compilation of information for, legal documents describing and relating to real property; **OR**
- (B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and four (4) years of full-time or equivalent part-time paid experience involving research in, and/or compilation of information for, legal documents describing and relating to real property.

Additional Employment Information: **This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

Application accepted until position has been filled. Send application/resume to:

St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617

Applications can be obtained from the county's website, www.slcpersonnel.org or by contacting the Human Resources Office at (315)379-2210.

AA/EEO

Posted: 03/14/18