

NOTICE OF VACANCY

DEPARTMENT: Finance

TITLE: Delinquent Tax Clerk

SALARY (GRADE): \$28,678 (17W) plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the accurate maintenance and record keeping of delinquent property taxes. Performs clerical duties associated with the delinquent property taxes. The work is performed under the direct supervision of a Tax Abstractor or Real Property Administrative Officer. Supervision over others is not a function of this class. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application. Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience handling cash payments and speaking to customers by phone, receivable billing and collection, property tax preparation, maintaining property tax data, researching, or auditing property tax records, or real estate foreclosures.

NOTES:

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A).
2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

HOW TO APPLY: Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: July 11, 2022

****Oneida County is an equal opportunity employer****