

NOTICE OF VACANCY

DEPARTMENT: Finance
TITLE: Assistant Real Property System (RPS) Coordinator
SALARY (GRADE): \$33,190 (21W) plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This position will work as an assistant to the Real Property System (RPS) Coordinator, with the major responsibility of providing training for local assessors and data collectors. The work is supervised by the Director of Real Property Tax Services III and the RPS Coordinator, with considerable leeway for independent judgment in carrying out the details of the work. Supervision over the work of others is not a responsibility of employees in this class. The incumbent performs 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 a Bachelor's Degree in Accounting, Finance, Computer Science, Engineering Technology, Business Administration, Economics or a related field, **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Finance, Computer Science, Engineering Technology, Business Administration, Economics or a related field **AND** two (2) years of experience in performing clerical duties in the management and control of data files in the New York State Real Property Information System or a system involving use of computers; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience as outlined in (B) above, or four (4) years of clerical experience involving use of real property valuation, real estate, title searching, or assessment terminology and records, or four (4) years of clerical experience involving maintenance of financial accounts and records which shall have involved the use of computers.

NOTES:

- 1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).
- 2. Verifiable part-time and/or volunteer experience, as defined in (B) above, 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****

06/20/2022