

NOTICE OF VACANCY

DEPARTMENT: Finance
TITLE: Assistant Director of Real Property Services
GRADE/SALARY: 34M - \$52,738 plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: The work in this class involves the responsibility for assisting the Director of Real Property Tax Services III in operating a comprehensive advisory tax and assessment service for local government taxing jurisdictions. An employee in this class is also responsible for assisting the agency administrator in the effective operation of a governmental consultative tax and assessment service for local civil divisions of government. 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 Master's Degree in Business or Public Administration, Law, Accounting, Finance, Computer Science, Computer Information Systems, or a closely related field, **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business or Public Administration, Law, Accounting, Finance, Computer Science, Computer Information Systems or a closely related field, **AND** one (1) year of experience in the valuation of real property, in researching land records to determine ownership to prove good title to parcels, or in an occupation providing a good knowledge of real property values and of the principles and methods relating to the assessment of real property for tax, assessment and/or appraisal purposes; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** three (3) years of experience in the valuation of real property, in researching land records to determine ownership to prove good title to parcels, or in an occupation providing a good knowledge of real property values and of the principles and methods relating to the assessment of real property for tax, assessment and/or appraisal purposes.

SPECIAL REQUIREMENT: Assistant Director must complete a basic course of training as prescribed by the State Board of Real Property Services within three years of permanent appointment to the position pursuant to Section 188-2.6 of the "Rules for Real Property Tax Administration."

NOTES:

- 1. Candidate must submit a copy of transcripts showing degree area and date degree conferred with application.
- 2. Verifiable part-time experience as described 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: April 15, 2021

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

03/25/2021