

NOTICE OF VACANCY

DEPARTMENT: Finance
TITLE: Chief Tax Clerk
GRADE/SALARY: 30W - \$45,955 plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible position that involves the collection of taxes for Oneida County; maintaining tax collection records assists with coordinating and administering Oneida County tax foreclosure proceedings; and collaborating with various county departments and Real Property Tax Services as well as with the town and city tax collectors and assessors. The incumbent performs related work as required.

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

- (A) Possession of a Master's Degree in hospital administration, business or public administration, accounting, economics or a closely related field **AND** one (1) year of experience involving financial management of programs of public or private agencies, enterprises, or businesses **AND** one (1) year of supervisory experience; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in one of the areas listed in (A) above, **AND** two (2) years of experience as described in (A) above **AND** one (1) year of supervisory experience; **OR**
- (C) Graduation from high school or possession of an equivalency diploma **AND** six (6) years of full-time, paid general office experience that involved the maintenance and compilation of computerized financial records and accounts of which two (2) years must have been in work relative to the maintenance of real property tax records and/or the collection of real property taxes **AND** one (1) year of supervisory experience.

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****