

NOTICE OF VACANCY

DEPARTMENT: Finance
TITLE: Real Property Administrative Officer
GRADE/SALARY: 32W - \$49,244 plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This is a second level supervisory position responsible for delinquent tax, sales, and foreclosures. The incumbent assists in policy and procedure formulation. The work is performed under the general supervision of the Deputy Commissioner of Finance. Supervision is exercised over the work of Tax Abstractors, Delinquent Tax Clerks, and Tax Clerks. 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.
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Finance, Computer Science, or Computer Information Science **AND** one (1) year of experience in performing clerical duties in the management and control of data files used by the New York State Real Property Information System; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Business Administration, Finance, Computer Science, or Computer Information Science **AND** three (3) years of experience in performing clerical duties in the management and control of data files used by the New York State Real Property Information System.

NOTE: Candidate must submit a copy of transcripts showing degree area and date degree conferred with application.

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