

NOTICE OF VACANCY

DEPARTMENT: Finance
TITLE: Real Property Recorder I
GRADE/SALARY: 28W - \$42,734 plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class has the primary responsibility for activities regarding instruments presented for recording and processes property transfer information described in real property legal documents, researches filed records, initiates revisions, updates history files and performs duties related to document processing. The incumbent also assists the public when required. This position requires independent judgement, initiative, and accuracy. Work is performed under the general supervision of a higher-level supervisor. 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, Computer Information Systems, Economics, Finance, Business Management, Business Administration, Marketing, Interdisciplinary Studies (business concentration) or related field **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Computer Information Systems, Economics, Finance, Business Management, Business Administration, Marketing, Interdisciplinary Studies (business concentration) or related field **AND** two (2) years of office experience that required the use of a computer system, auditing and/or researching documents, records, or accounts, and contact with other employees or customers; **OR**
- (C) Graduation from high school or possession of a New York State high school equivalency diploma **AND** four (4) years of office experience that required the use of a computer system, auditing and/or researching documents, records, or accounts, and contact with other employees or customers

NOTES:

- 1. Candidate must submit a copy of transcripts showing degree area and date degree conferred with application if qualifying under (A) or (B) above.
- 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