

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 10/07/15

### **REAL PROPERTY ADMINISTRATIVE OFFICER**

**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.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Meets with owners of tax delinquent property to review their situation and advise them of the appropriate course of action;  
Analyzes and interprets various property data found on computerized system for accuracy and statistics;  
Prepares and presents reports regarding properties listed in tax delinquent and property acquired status and payment plans;  
Investigates missing redemption notification requirements as outlined under the Real Property Tax Law and the Mennonite Decision;  
Answers telephone and directs calls to appropriate individuals and disseminates tax information and property data;  
Reviews, and answers complaints and or questions from taxpayers regarding matters of tax collection, foreclosure, property assessments and exemptions, and inventory files;  
Oversees the mailing of original and subsequent delinquent notices;  
Evaluates and reports on effectiveness of collection procedures including but not limited to advertising, mailings, and postings of properties;  
Researches and assists in the development of computerized collection of taxes;  
Manages yearly corporate invoices due from municipalities;  
Assists the Deputy Commissioner with property auctions;  
Works with the New York State Office of Real Property Services (NYSORPS), under the direction of the New York State Office of Taxation and Finance, Real Property Systems Version 4 (RPSV4) software programs utilized in maintaining the county-wide database and individual databases;  
Assists assessors with procedures established by Real Property Tax Law;  
Produce tentative and final assessment rolls for all Towns, City and Schools;  
Produce County/town/City/School & Village tax rolls and bills;  
Assists the Deputy Commissioner in the administration of County Real Property Tax Services;  
May meet with local assessors and other interdepartmental officials from Social Services and Office of the Aging to ascertain assessment review and other programs available to property owner.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office terminology, procedures and equipment; Thorough knowledge of modern methods and procedures used in reviewing accounts and records; ability to perform research on records; ability to operate a computer; ability to understand and carry out oral and written instructions; ability to write legibly; good judgement; clerical aptitude.

**MINIMUM QUALIFICATIONS:** 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.

Adopted: 11/15/01  
Revised: 02/27/04, 04/09/13, 08/19/13, 10/07/15

*Promotional series: Assistant Real Property System Coordinator; Real Property Tax System Coordinator; Real Property Administrative Officer*