

Jurisdiction: Oneida County
Jurisdictional Class: Competitive
Adopted: 11/15/01
Revised: 02/27/04

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-Real Estate. Supervision is exercised over the work of Tax Abstractors, Delinquent Tax Clerks, and Tax Clerks. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises staff in the production and maintenance of records regarding delinquent tax notices, delinquent tax advertising, redemption notices, tax sale lists, auction lists, certified mailings, and bids received at auction;
Evaluates employees work performance and attendance;
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;
Reconciles, balances daily receipts and prepares daily reports;
Manages yearly corporate invoices due from municipalities;
Assists the Deputy Commissioner with property auctions;
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;
May prepare property tax and financial data reports as requested.

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.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master Degree; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree **AND** two (2) years of experience in collections, receivable billing and collection, tax preparation, establishing tax rates or property tax data, auditing tax records, abstracting, restate foreclosures, liquidation proceedings, or real estate law **AND** two (2) years of supervisory experience; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree **AND** four (4) years of experience as stated in (B) above **AND** two (2) years of supervisory experience; **OR**
- (D) Graduation from high school or possession of a New York State high school equivalency diploma **AND** six (6) years of experience as stated in (B) above **AND** two (2) years of supervisory experience.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.