

**ASSISTANT REAL PROPERTY SYSTEM (RPS) COORDINATOR**  
**EXAM #63-355 (OC)**

**SEPTEMBER 20, 2010**  
**APPLICATION DEADLINE DATE**

**OCTOBER 30, 2010**  
**EXAMINATION DATE**

**APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY APPLICATION DEADLINE DATE**  
**A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE**  
**MUST ACCOMPANY EACH APPLICATION**  
**\$15.00 MONEY ORDER ONLY -- PAYABLE TO ONEIDA COUNTY**

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**STARTING SALARY/RANGE:** \$25,625 Oneida County Government

**VACANCIES:** There are currently two (2) vacancies in the Oneida County Department of Finance, Utica, NY. **The eligible list, established as a result of this examination, will be used to fill these vacancies and any other appropriate vacancies which may occur under the jurisdiction of the Oneida County Commissioner of Personnel.**

**RESIDENCE REQUIREMENT: NONE** - When preference in certification is given to residents of a municipality pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must have been a resident of such municipality for at least one month prior to the date of certification in order to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of appointment.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Finance, Computer Science, Engineering Technology, Business Administration, Economics or a related field, **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Finance, Computer Science, Engineering Technology, Business Administration, Economics or a related field **AND** two (2) years of experience in performing clerical duties in the management and control of data files in the New York State Real Property Information System or a system involving use of computers; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience as outlined in (B) above, or four (4) years of clerical experience involving use of real property valuation, real estate, title searching, or assessment terminology and records, or four (4) years of clerical experience involving maintenance of financial accounts and records which shall have involved the use of computers.

- NOTE:**
- 1. Applicants must meet the minimum qualifications on or before the date of the examination.
  - 2. Further verification may be requested from candidates to verify their academic qualifications.
  - 3. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.
  - 4. Applicants must **submit** copies of transcripts with applications if qualifying under either (A) or (B).

**DUTIES:** This position will work as an assistant to the Real Property System (RPS) Coordinator, with the major responsibility of providing training for local assessors and data collectors. The incumbent performs related work as required.

**SUBJECTS OF EXAMINATION:** There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

- 1. **Data Collection-** These questions test for a knowledge of the variables that are collected for residential, commercial, vacant and farm properties. Hypothetical situations may be used to test for candidate knowledge, skill, and ability in this area. The majority of these questions are based on the terms, concepts, and principles of data collection that are contained in the Office of Real Property Services' (ORPS) Data Collection Manual. This manual can be found at the ORPS website located at [www.orps.state.ny.us](http://www.orps.state.ny.us) .
- 2. **Preparing Written Material-** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or

three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

3. **Principles and Techniques of Real Property Appraisal**- These questions test for a knowledge of principles and practices used in the appraisal of agricultural, commercial, and residential real property including knowledge of the three approaches to value; sales comparison, income, and cost estimation. Special emphasis will be placed upon the ability to analyze market data and develop land schedules, market models, and income models for use in mass appraisal.
4. **Principles, Practices and Theory of Real Property Assessment**- These questions test for a knowledge of the equalization rate process, the assessors' calendar, the content of the assessment roll, and the exemptions from real property taxes in New York State. These questions will also test for the ability to use public relations skills when confronted by individuals in your municipality.
5. **Real Property Terminology, Documents and Forms**- These questions test for a knowledge of terminology, documents, and forms pertaining to real property. While some questions ask for only straight definitions, others are situational questions which require the use of real property terms to determine the answer to the questions.
6. **Understanding and Interpreting Tax Maps and Site Plans** - These questions test for the ability to read, analyze and perform computations based on various types of maps and plans, and may include tax maps, deed descriptions, site plans, survey maps and building layouts. All the information needed to answer the questions will be provided in the maps, plans, layouts or related written material. Calculators may be helpful in answering some of the questions.

**CALCULATORS ARE ALLOWED:** Unless specifically prohibited, candidates are permitted to use QUIET, hand-held, solar- or battery-powered calculators **ONLY**. Devices with typewriter keyboards, such as cell phones, computers or devices which can be hooked up to a computer, spell-checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are **PROHIBITED**.

### **INSTRUCTIONS FOR APPLYING FOR MULTIPLE CIVIL SERVICE EXAMS SCHEDULED ON THE SAME DATE**

If you have applied for other civil service exams in another jurisdiction (state, county, city) scheduled on the same date, **YOU** must make arrangements to take all the exams at one test site.

Please contact the Oneida County Department of Personnel at **315-798-5726** **AND** submit a completed **CROSS-FILER NOTIFICATION** form to our office at least two weeks prior to the test date.

If you have applied for a State exam, **YOU MUST** also make arrangements to take all exam titles at the State Exam site by calling **518-457-7022** two weeks prior to the test date.

### **GENERAL INSTRUCTIONS**

1. **APPLICATIONS:** Unless otherwise indicated on this announcement, the candidate will complete one "Oneida County Application for Employment" form for each examination he/she wishes to take. **NO COPIES WILL BE ACCEPTED**. Applicants must answer every question on the application form, and make sure that the application is complete in all respects. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED**. All applications shall be filed with the Oneida County Dept. of Personnel. This office reserves the right to reject all applications received after the last filing date.
2. **ADDRESS CHANGE:** Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. No attempt will be made to locate candidates who have moved.
3. **RELIGIOUS ACCOMMODATIONS/DISABLED PERSONS/MILITARY MEMBERS:** Please indicate on your application if special arrangements for testing are needed. Military Services Members: See instructions and information E on application.
4. **ALTERNATE TEST DATES:** In certain circumstances that fall under the Alternate Test Date Policy established by this department, an alternate test date may be arranged.

5. **EMERGENCIES:** If an emergency prevents you from appearing for the examination please notify this office no later than 10:00 AM on the Monday following the test date. (Tuesday, if Monday is a holiday), providing verifiable documentation of the reason.
6. **VETERANS:** See instructions and information F on application.
7. **ADMISSION NOTICE:** See instructions and information C on application. IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE DAYS BEFORE THE DATE OF THE WRITTEN OR PERFORMANCE TEST, NOTIFY THIS OFFICE IMMEDIATELY.
8. **ELIGIBLE LISTS:** Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.
9. **COLLEGE DEGREE/CREDIT:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies providing this service may be obtained in person from the Oneida County Department of Personnel, by mail (include a self-addressed, stamped envelope) OR on the New York State Department of Civil Service web site: [www.cs.state.ny.us/jobseeker/degrees.cfm](http://www.cs.state.ny.us/jobseeker/degrees.cfm) . You will be responsible for the required evaluation fee.
10. Federal and State Law prohibit discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, marital status or genetic predisposition or carrier status.
11. This examination is being prepared and rated in accordance with section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.
12. **ADDITIONAL CREDIT:** In conformance with section 85-a of the Civil Service Law, **children of firefighters and police officers killed in the line of duty** shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.
13. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.
14. **APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. If you can not download this form by clicking on its title, the form is available at the Oneida County Department of Personnel, 800 Park Avenue, Utica, NY 13501. You may also call (315) 798-5726 or write to the Oneida County Department of Personnel to request a copy.**

Issued: 08/17/10

**ONEIDA COUNTY EXAM ANNOUNCEMENTS CAN BE ACCESSED ON OUR WEBSITE:**  
[www.ocgov.net](http://www.ocgov.net) .

**\*\* ONEIDA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER \*\***