

Jurisdiction: Oneida County  
Jurisdictional Class: Exempt  
Revised: 12/31/02

## **DEPUTY COMMISSIONER OF FINANCE (REAL ESTATE)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Oneida County Finance Department. It involves the responsibility of directing and administering the division of which taxes levied by the Board of Legislators for all State, County, town and special district purposes are ascertained, spread, entered, and extended. This position also includes the responsibility of handling unpaid school taxes and the preparation of tax rolls for such taxes. This division of the Finance Department is also involved in the disposal of all property acquired by the County as a result of unpaid taxes. The incumbent in this position acts for, and on behalf, of the Commissioner of Finance under general direction. Does related work as required.

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

Establishes policies and procedures for the establishment of tax rolls and for the collection of taxes including unpaid taxes;  
Develops and administers a program for payment of delinquent taxes on a monthly basis within a given time period;  
Supervises clerks in the tax collection process;  
Provides for the management of properties acquired by the County as a result of unpaid taxes;  
Establishes criteria for administration of public land auctions;  
Prepares a list of parcels for public land auction;  
Initiates, develops, promotes, and directs public land auction by directing various tax units to return delinquent tax properties for the tax rolls;  
Serves as liaison with town assessors throughout the County for identification, location, and evaluation of properties which must be sold at public auction;  
Maintains records and statistical reports required by law;  
Provides interpretation of real property tax laws;  
Submits, approves and maintains personnel records/requests for the unit's employees.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Comprehensive knowledge of the taxation laws of the State of New York; comprehensive knowledge of account keeping and office management principles and procedures; thorough knowledge of Oneida County; ability to plan and supervise the work of others; accuracy; honesty; ability to work well with others.

**MINIMUM QUALIFICATIONS:** Appointed on the basis of administrative experience and other such qualifications as the Commissioner of Finance may determine appropriate.