

CITY OF UTICA

# NOTICE OF VACANCY

**THE CITY OF UTICA**

announces that a vacancy exists in the City of Utica for

## **REAL PROPERTY DATA COLLECTOR**

**Salary:** \$35,950 - \$39,966

**Classification:** CSEA, Competitive Position  
Membership in the NYS Retirement System is Mandatory  
Eligible for Health Insurance and Dental Insurance

**DISTINGUISHING FEATURES OF THE CLASS:** This position is located in the City of Utica's Assessor's Office and involves the collection and recording of data which forms the basis for the determination of assessments of real property and for entering data into a computer via a data entry terminal. The work is performed under the immediate supervision of the Assessor or other official. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:**

Gathers, assembles and records data relating to property assessment;  
Interviews property owners to gather data on property;  
Measures improvements;  
May draw scale plot plans;  
Calculates square footage area of property;  
Records neighborhood characteristics and conditions;  
Takes photographs of new construction and improvements of subject property;  
Organizes information into appropriate form for data entry into State computer;  
Operates data entry terminal to enter and retrieve property data in the computer;  
Verifies data previously entered to detect errors;  
Maintains routine agency records.

**ENTRY LEVEL KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to inspect and collect information on real property; ability to understand and carry out oral and written directions; ability to accurately measure buildings and calculate square footage; ability to operate a tablet to take photos and enter data; ability to operate a data entry terminal to enter data into a computer; ability to get along well with others and to deal tactfully with the public; ability to prepare and maintain records and reports; clerical aptitude; accuracy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from high school or possession of a high school equivalency diploma; OR
- (B) One year of work experience in real estate, property valuation, construction cost estimating or similar field.

**Applications:**

Applications/resumes should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502. Resumes should be submitted by the Civil Service Office.

*For more information about this position, please call the Assessor's office at (315) 792-0131.*

*This posting is for filling a position on a provisional basis, a Civil Service Exam will be scheduled in accordance with NYS Civil Service Law.*

Applicants must be residents of the City of Utica.

**THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

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