



**Ontario County Department of Human Resources**  
3019 County Complex Drive  
Canandaigua, NY 14424  
[www.ontariocountyny.gov](http://www.ontariocountyny.gov) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## **JOB OPENING NOTICE**

**JOB POSTING #:** 22-032                      **POSTING DATE\*:** FROM: June 13, 2022 TO: July 1, 2022

**JOB TITLE:** Data Collector

**RATE OF PAY:** 2022 Starting Rate \$36,114 (\$18.52 per hour)

**LOCATION:** Ontario County Real Property Tax Department

**NOTE:** Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for and be successful in the exam according to the [Rule of Three](#).

### **MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION**

<p><b>QUALIFICATIONS:</b> County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.</p> <p><b>MINIMUM QUALIFICATIONS:</b> EITHER</p> <ol style="list-style-type: none"><li>1. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree, or higher; OR</li><li>2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time equivalent, in a law or insurance office, real estate or abstract office or a closely related agency dealing with real property related records such as: deeds, property transfer reports, title searches, tax maps, surveys, appraisal reports, closing statements or other legal instruments and records; OR</li><li>3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.</li></ol> <p><b>SPECIAL REQUIREMENT FOR APPOINTMENT:</b> Possession of an appropriate New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.</p>
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**APPLICATION DEADLINE / LAST FILING DATE\*:** July 1, 2022

\* Last filing date established for an announced exam always supersedes posting date.

**HOW TO APPLY:** All applications must be received through the [Ontario County Civil Service Employment Portal](#).

*Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.*

## DATA COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work involving the collection, in the field and by photography in the office, and/or rectification of data on parcels (residential, commercial, vacant, etc.) of property for real property tax valuation purposes. Work is performed under general supervision in accordance with locally prescribed guidelines and policies. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs calculations of property values based on the data collected using standard formulas;  
 Makes supplementary visits to previously recorded properties to verify or correct data;  
 Conducts inspections in the field and by photography in the office;  
 May correlate information for eventual computerized processing;  
 Visits real property sites to collect interior and exterior data;  
 Performs clerical functions related to data collection;  
 Measures structures according to predetermined standards;  
 Records data according to Real Property prescribed methods and procedures;  
 May be required to operate a motor vehicle in the performance of fieldwork.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of prescribed data collection methods and procedures; working knowledge of real property valuation and assessment; working knowledge of office terminology, procedures and appropriate technology related tools and equipment; working knowledge of business arithmetic and measurement procedures as used in Real Property; ability to sketch to scale; ability to carry out oral and written instructions; ability to make and review arithmetic computations with speed and accuracy; ability to establish good working relationships with supervisors, the general public and municipal employees; attention to detail; willingness to work outside in all weather conditions; tact; courtesy; physical condition commensurate with the demands of the position.

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: EITHER

1. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree, or higher; OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time equivalent, in a law or insurance office, real estate or abstract office or a closely related agency dealing with real property related records such as: deeds, property transfer reports, title searches, tax maps, surveys, appraisal reports, closing statements or other legal instruments and records; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of an appropriate New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPROVED: APRIL 8, 2005

REVISED: MAY 13, 2022

CIVIL SERVICE CLASSIFICATION: COMPETITIVE