



REAL PROPERTY DATA COLLECTOR (OC)
NYS #86-241 RC/EL #24143

Examination to be held **June 1, 2024**; Last filing date **April 30, 2024**

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

POSITION EXISTS IN: Town of Clarkstown, Town of Orangetown, Town of Ramapo and Village of Spring Valley. Some of the agencies/departments listed above may not have vacancies or be filling their vacancies at this time.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The starting salary is \$47,344 annually for a 35-hour work week with Town of Clarkstown. Salary may vary in other locations. Salary will be pro-rated for less than full-time positions.

WHAT THE JOB IS LIKE: This is a combination of office and field work of a routine but exacting nature which requires the collection of real property data, particularly on residential properties, according to standard guidelines and includes the verification and processing of accumulated data for the purpose of making real estate appraisals for tax assessment. Calculation of property values based on the data collected may be required of this position. Supervision is received from the Assessor, however, technical direction may be received from an employee in an intermediate level position. Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: By examination date, you must have: Graduation from high school or possession of an equivalency diploma, and

1. A minimum of twelve (12) weeks of training in the subject matter provided in the Data Collection Manual issued by the New York State Office of Real Property Services and satisfactory field demonstration of the knowledge therein as determined by a certified Assessor or a recognized real property assessing firm; or
2. One (1) year of work experience in any one or combination of the following:
 - a) Structural construction or inspection of residential buildings;
 - b) Data collection requiring continual public contact;
 - c) Clerical processing of real property data;
 - d) Real property management or sales.

NOTES:

1. Additional work experience in any of the above areas may be substituted for high school on a year-for-year basis.
2. An Associate's degree or higher which included or was supplemented by fifteen (15) credit hours in Business, Accounting, Real Estate, Surveying, Engineering, Architectural Technology or comparable curriculum may be deemed fully qualifying.

SPECIAL REQUIREMENT: Possession of a valid driver's license.

NOTE: If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us no later than two (2) months after the last filing date, June 30, 2024; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

NOTE: Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

SEE NEXT PAGE

REAL PROPERTY DATA COLLECTOR (OC) #86-241 (CONTINUED)

SUBJECT OF WRITTEN EXAMINATION:

1. **Name and Number Checking** – These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.
2. **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 Department of Taxation and Finances' data collection manuals which can be found at www.tax.ny.gov/research/property/assess/manuals/assersmanual.htm.
3. **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.
4. **Working with Office Records** – These questions test your ability to work with office records. The test consists of two or more sets of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of numerical data from several sources; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

TEST GUIDE: The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

Date Issued: 03/26/2024