

REAL PROPERTY TAX SERVICES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting employees involved in foreclosure action, title searching, land acquisition, and related clerical and technical duties; and assisting the County Receiver of Taxes with the administrative duties involved in tax collection and taxpayer installment agreements. Work is performed under general direction in accordance with policies determined by the Director of Real Property Tax Services. Supervision is exercised over clerical staff. Independent judgment is required in applying policies to individual cases. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews the work of title searchers in arranging for settlement and release when liens exist; reviews office routines and provides initial and ongoing training;

Works with Law Department to establish title to a property when documents are unavailable or incorrect;

Advises clerical personnel of notices and forms needed in foreclosure or land acquisition proceedings;

Coordinates tax collection at town locations and corresponds with interested parties for final resolution of payments;

Reviews tax lien list established with records provided by the Finance Department and the tax assessment roll;

Updates tax lien list by deleting those parties who have redeemed their property by tax payments;

Reviews all foreclosure forms for accuracy and assists Department efforts to ensure deadlines are met;

Reviews work flow of unit staff and ensures timely completion of all financial information for reporting purposes;

Assists in compiling tax roll changes and verifying information before submission to Legislature;

Provides assistance to Towns, Villages and Schools on tax collection issues;

Coordinates and oversees setup and collection of taxpayer installment agreements including preparing legal documents and procedures and corresponding with interested parties for final resolution of payments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of tax collection record keeping and collection procedures;

Good knowledge of real property terminology, documents and forms;

Good knowledge of real property record keeping;

Good knowledge of office management;

Good knowledge of real property tax law;

Working knowledge of County government procedures and activities;

Ability to supervise the work of others;

Ability to review and understand tax maps, tax rolls, deeds, titles

and similar real property instruments;
Ability to keep complete and accurate records;
Ability to communicate orally and in writing;
Ability to deal diplomatically with the public and government
personnel;
Integrity;
Accuracy;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and:

Three years of experience in the field of real property which included use of legal instruments (deeds, tax maps, mortgages), one year of the experience must have been in a supervisory capacity.

NOTE: Completion of paralegal training program at a regionally accredited or New York State registered school may be substituted for one year of non-supervisory experience.