

## **REAL PROPERTY TAX SERVICE ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves managing the delinquent tax installment program including collecting data, initiating new agreements, daily payment posting & reconciliation to monitoring delinquencies and defaults. The incumbent handles all departmental purchasing needs including requisitions, vouchers, BAC requests and ordering items. Bi-weekly payroll processing and monitoring time off accruals. Assist with tax collection and processing of payments. Responsible for maintaining real property records including deeds and a variety of other assessment records. Work is performed under the general supervision of the County Receiver of Taxes with leeway allowed for the use of independent judgment in carrying out the details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates and oversees setup and collection of delinquent taxpayer installment agreements including preparation of legal documents, corresponding with interested parties, posting monthly payments and calculating final payments;  
Collects tax payments, installments and miscellaneous sales;  
Prepares funds for deposit into bank accounts;  
Contacts other agencies, taxpayers, legal firms, or County departments to obtain additional information;  
Provides information orally or in writing in response to inquiries on status of delinquent tax accounts;  
Reviews status of accounts as adjustments are made and takes appropriate action as authorizing payment or issuing checks;  
Performs data entry for department payroll bi-weekly, maintains annual payroll reporting including compensated absences;  
Processes and prepares vendor purchase orders, requisitions, vouchers and places orders for office supplies;  
Prepares journal entries as needed;  
Prepares City of Binghamton Lis Pendens foreclosure book on an annual basis;  
Updates tax lien list by deleting those parties who have redeemed their property by tax payments;  
Assists with maintaining records for real property transfer documents including deeds and other legal documents, enters data for state use, and provides information;  
Assists public, banks, attorneys, etc. with questions related to Real Property tax information and installment contracts.

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

Good knowledge of real property terminology, procedures and forms;  
Good knowledge of modern office terminology, procedures, equipment and business English;  
Good knowledge of the methods and procedures of record maintenance and the processing of land transfer and taxation transactions;

Working knowledge of New York State Real Property Tax law and local policy;  
Working knowledge of real property valuation and assessment;  
Working knowledge of the New York State Real Property Information System;  
Ability to deal effectively with the public;  
Ability to establish and maintain effective working relationships with others;  
Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed;  
Ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:**

- A) Possession of an Associate's degree and two years' experience with a real estate office, mortgage company, title company, engineering firm, land surveyor, **banking/financial institution**, or governmental agency that involves mapping, property transfers, real property valuation, real estate appraisals, title searching, property assessments, civil engineering, architecture, zoning inspection or site plan review ; OR
- B) Graduation from high school or possession of a high school equivalency diploma and four years' experience with a real estate office, mortgage company, title company, engineering firm, land surveyor, **banking/financial institution**, or governmental agency that involves mapping, property transfers, real property valuation, real estate appraisals, title searching, property assessments, civil engineering, architecture, zoning inspection or site plan review; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

**NOTE:** Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.