

REAL PROPERTY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the management and implementation of the tax foreclosure process to ensure the responsible and timely securing and preparing of noted foreclosed properties for sell back, review, direct sales, and tax sale auctions. The incumbent in this position ensures the proper application of and compliance with State and internal standards, guidelines, and procedures. Work is performed under general direction of the Director of Real Property Tax Services with wide leeway for independently performing the duties of the position. Although supervision is not a responsibility of the position, the incumbent may provide on-the-job training to new employees. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Performs accurate title searching to ensure proper filing and notice of property owners, mortgage holders, lien holders, and estate parties on unpaid delinquent tax parcels;

Prepares and files the annual Broome County and City of Binghamton book of delinquent tax parcels, subsequent Petition and Notice mailings, and keeps proof of services;

Prepares the annual Petition and Notice, and Subsequent Judgment for Foreclosure for Broome County and the City of Binghamton;

Prepares legal notices for publication in newspapers at the time of mailing of the Petition and Notices;

Prepares the annual Broome County and City of Binghamton Judgement for the Law Department's review, filing with the Courts, prepares deeds and NYS recording paperwork for transferable properties;

Prepares list of properties to be posted by Broome County Security for Petition and Notice, and vacate letters as required;

Coordinates with vendors and municipalities for the termination of utilities;

Prepares legislative resolutions for the transfer of real property and corresponding deeds, files documents for the Law Department review and subsequent signatures and filing of deeds;

Prepares files for auctions including outstanding maintenance, taxes, water and sewer bills;

Attends auctions and collates sales bid sheets with auction sales contract for each property;

Prepares and maintains spreadsheets of taxes to be cancelled for County owned properties, and transmittals for recorded sales;

Prepares and provides a list of properties with appropriate tax bases to be included in multiple real estate auctions to insure timely vendor cleanout, and auctioneer open houses;

Prepares deeds and NYS recording forms to transfer properties, facilitate transfers, communicates with buyers, and records transmittals to the Office of Management and Budget and Real Property for accurate and proper payments of taxes offset by sale proceeds to ensure prompt and timely closings;

Prepares and maintains monthly reports to ensure proper and accurate coding for foreclosed, bankrupt, and installment properties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of legal instruments and records affecting titles to properties;

Thorough knowledge research methods related to real property and related laws;

Good knowledge of real estate marketing, sales, and valuations;

Good knowledge of preparing legislative resolutions for the disposition of real property and accompanying taxes;

Ability to operate a personal computer and knowledge of applicable databases;

Ability to manage multiple tasks/projects and deadlines simultaneously;

Ability to prepare and maintain a variety of records and files;

Ability to identify and resolve exceptions and to interpret data;

Ability to understand and interpret written material;

Ability to present ideas clearly both orally and in writing;

Ability to organize data into records and tables;

Ability to collect and retrieve data;

Ability to work effectively with people from different socio-economic backgrounds;

Tact;

Courtesy;

Good judgment.

MINIMUM QUALIFICATIONS :

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Paralegal and one year of experience in preparing legal instruments associated with real property proceedings;
- B) Graduation from a regionally accredited or New York State registered college or university and two years of experience in real estate, one of which included work with foreclosures and title searching; or
- C) Graduation from high school or possession of an equivalency diploma and four years of experience in real estate, two of which included work with foreclosures and title searching; or
- (C) An equivalent combination of training and experience as described in A), B) and C) above.