

## PROPERTY TAX 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 with the administrative duties involved in tax collection. Work is performed under general direction in accordance with policies determined by the County Treasurer. Guidance is provided to clerical assistants when dealing with property tax matters. Independent judgment is required in applying policies to individual cases. This will at times supervise the work of others; however, supervision of the work of others is not ordinarily a responsibility of this class. A Property Tax Specialist does related work as required.

### TYPICAL WORK ACTIVITIES:

- Determines the disposition of delinquent tax property and secures the necessary records and/or papers for tax sale;
- Compiles, checks, reviews, and prepares mailing list of real property tax foreclosure;
- 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 County Attorney's office 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 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 consultation to County Treasurer, property owners and assessors;
- Provides assistance to Towns, Villages and Schools on tax collection issues;
- Records collections and maintains accurate, permanent records of tax collections and payments;
- Coordinates and participates in the preparation of tax payment certifications, tax bills and several records used in the process of collecting taxes;
- Participates and provides guidance to assistants in the preparation of lists of parcels for public auction and of successful bidders;
- Researches tax records for payment information upon request and advises the public and professionals in tax matters;

- Reviews and checks property tax records and reports for arithmetical and clerical accuracy, completeness and proper extension;
- Performs duties and responsibilities of position using an electronic data processing system to process, record and report accounting and property tax data.

FULL PERFORMANCE, KNOWLEDGES, 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 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.

MINIMUM QUALIFICATIONS:

- A) Possession of at least an Associate Degree in Paralegal Studies, Accounting or related field and one (1) year of experience involving real property tax assessment, tax collection, title searching, or closely related experience;

OR

- B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience involving real property tax assessment, tax collection, title searching, or closely related experience.

NOTE: Your degree must have been awarded by a college or university accredited 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 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 New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

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