

## **ABTRACTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The position involves responsibility for assisting in the enforcement of real property tax laws including tax foreclosures and the sale of tax acquired property. The work involves accurate title searching and abstracting title searches. The work is performed under general supervision of the Real Property Administrator according to established policies and procedures. Does related work as required.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Works off lists of real property prepared by the County Treasurer for foreclosure proceedings and notifies the appropriate people pursuant to law;

Assists in the preparation of list for annual auction of real property acquired for delinquent taxes;

Prepares deeds and other required documents for tax acquired property as well as for real property sold at auction;

Prepares and sends letters to delinquent taxpayers advising them of pending foreclosure and related monetary charges;

Advises delinquent taxpayers of Lis Pendens to be filed;

Sends personal notice to delinquent taxpayers and interested parties of Petition to Foreclose;

Prepares shortened abstract and listing of all recorded mortgage, lien and judgment holders as well as all parties who have filed a Declaration of Interest;

Prepares lists of pending foreclosures with supporting documentation and forwards to County Attorney;

Prepares legal advertisements following filing of Lis Pendens and Petition of Foreclosure;

## **ABTRACTOR**

### **Page 2**

Prepares and distributes required forms for Lis Pendens (i.e. Certificates of Redemption,

Withdrawal, Cancellation, Reinstatement, etc.)

May supervise Abstract and Index Clerks;

Assists the County Attorney's Office in maintaining bankruptcy files;

Locates records for which a search has been requested;

Traces claim of title by deed back to earliest deed indicated as the beginning of the search;

Traces method of transferring to the present owner, searching and abstracting all legal records which may affect title;

Searches records of Surrogate Court in regard to decedent estates affecting title;

Verifies the subject property's location by plotting and reading the deed description and completes pertinent paperwork;

Assists in other work of the office such as the filing and recording of a variety of legal instruments.

May operate various office equipment;

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Good knowledge of procedures and terminology of title searching; good knowledge of real property and real property tax laws as it applies to delinquent taxes; good knowledge of legal instruments and records affecting titles to property; good knowledge of methods of indexing such instruments and records and of places of references; good knowledge of standard methods of property descriptions and ability to determine the location of property so described; working knowledge of real property legal terminology and proceedings; ability to plot properties described and surrounding properties; ability to distinguish between records actually affecting titles and other

## **ABTRACTOR**

### **Page 3**

records of similar form which have no effect on titles; ability to understand and effectively carry out complex oral and written instructions; ability to perform computations involving fractions and percentages; ability to prepare legal documents and related correspondence in a clear and concise manner; ability to obtain the cooperation of others; ability to supervise the work of others; ability to perform close, detail work; and accuracy.

### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant Associate's Degrees in Paralegal Studies, and two years of abstract experience; or
- (B) Four years of experience in work providing knowledge of legal instruments and records affecting titles to properties, two years of which include abstract experience; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Your degree or credits 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 or credits were 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.

---

Y:\CLASPLAN\Abtractor.doc

Last Reviewed: 11/02/98

Jurisdictional Class: N/A

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 10/3/2022

Revised and Replaced in Classplan: 9/26/2024 (Edu)