

REAL PROPERTY TAX SERVICES SPECIALIST

350-G

DISTINGUISHING FEATURES OF THE CLASS: This position involves performing technical and clerical duties involved in foreclosure action, title searching, land acquisition as well as assisting in the tax collection and taxpayer installment process in the County Treasurer's Department. Work is performed under general direction of the Treasurer and Deputy Treasurer and in accordance with set policies and procedures, with leeway allowed for the exercise of independent judgment in carrying out most of the duties of the position. 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.*

Searches tax records, both on the computer and on tax rolls, for payment information;

Prepares deeds and other required documents for tax acquired property;

Files pertinent documents in County Clerk's Office;

Prepares file for Abstractors, including copies of maps, title records, etc.;

Inputs all pertinent data on computer chronicling disposition of all County owned parcels, such as size, location and assessment information;

Visits property to examine parcels to be auctioned and to advise tenants of the County's foreclosure procedure;

May make referrals to appropriate agencies concerning tenants that may need assistance in relocating;

Assists in writing resolutions pertaining to such matters as correcting data on deeds and authorizing sale of delinquent tax property;

Assists at tax auction;

Assists in the preparation of lists for annual public auction of real property for delinquent taxes;

Assists in preparation of mailing notices, title searches, lien notices and reminder letters;

Coordinates and oversees the annual Repurchase Program, including reviewing applications,
computing monetary amounts and preparing documents of conveyance;

Assists with Tax Clerk/Customer Service Reps with answering the telephone and giving information
to tax payers regarding tax foreclosures, the reacquisition program, the public auction and
other related matters;

Issues Certificates of Residency for college students;

Receives tax over the counter and through the mail;

Creates batches for the posting of daily payments;

Operates a personal computer using standard word processing and spreadsheet applications;

Prepares bank deposits and makes entries in ledgers from tax receipts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of real property tax laws, rules, regulations and procedures; good knowledge of modern office terminology, procedures and equipment, including the use of the personal computer and related software; good knowledge of Business Arithmetic and English; good knowledge of procedures and terminology of title searching; good knowledge of legal instruments and records affecting titles to property; good knowledge of modern property assessment methods; ability to review and understand tax maps, tax rolls, deeds, titles and similar real property

instruments; ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheets and databases; ability to understand and follow detailed oral and written directions; accuracy in dealing with figures; ability to deal effectively and tactfully with the public; integrity; courtesy; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant an Associate's Degree or higher in Paralegal Studies or a related field and three (3) years of experience in the field of real property, which included dealing with legal instruments (deeds, tax maps, mortgages, etc.); or
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years experience in the field of real property, which included dealing with legal instruments (deeds, tax maps, mortgages, etc.); or
- (C) Seven (7) years of experience as described in (A) above; or
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: *Successful completion of related coursework at a regionally accredited college or university may be substituted for the required experience with three (3) semester credit hours being equivalent to three (3) months of experience.*

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.

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Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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