

## **TAX COLLECTION/REAL PROPERTY ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a shared position between the Sullivan County Treasurer's Department and the Real Property Administration. The position will involve the performance of, moderately difficult, clerical work, including but not limited to, with recording the receipt of taxes and title searching. Incumbent will assist with preparation for tax foreclosure, which may include assisting the Abstractor with title searching and preparation of paperwork.

### **TYPICAL WORK ACTIVITIES:**

Assists Tax Clerk/Customer Service Reps., as required, with answering the telephone, giving information to taxpayers as required;

Marks tax rolls and collectors' tax return books with payments made;

Issues Certificates of Residency for college students;

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

Prepares routine correspondence;

Prepares and files Certificates of Redemption;

Assists in preparation of foreclosure procedures and public auction;

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

Prepares files for Abstractor, including copies of maps and title records;

Assists at tax auction.

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

**TERISTICS:** Working knowledge of real property tax laws, rules and regulations relating to property taxes; working knowledge of operation of installment and deferment plans; working knowledge of procedures and terminology of title searching; working knowledge of legal instruments and records affecting titles to property; working knowledge of both office and real property legal terminology,

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proceedings and equipment, including computer skills; working knowledge of business arithmetic and English; ability to understand and follow detailed oral and written directions; accuracy in dealing with figures; ability to deal effectively with the public; integrity; tact and courtesy; and good judgment.

### MINIMUM QUALIFICATIONS: Either

- (A) Graduation from high school or possession of a high school equivalency diploma, and six (6) months of clerical or bookkeeping experience; or
- (B) Two years of clerical or bookkeeping experience; or
- (C) An equivalent combination of training and experience as described above.

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Last Reviewed: 10/22/01  
Jurisdictional Class: competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 3/30/2023