

TAX COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs a variety of duties which includes moderately difficult and responsible account keeping activities related to taxes. The work involves responsibility for the review of pertinent legal documents and forms to determine whether school, county or state taxes are due against a particular piece of property. Work is carried out according to established and accepted procedures and techniques. Supervision is exercised over the work of subordinate staff. The work is performed under the general supervision of the County Treasurer. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Answers a variety of questions from the public and businesses concerning tax accounts; Maintains current status on all tax rolls; Process tax foreclosure, which includes lien searching, data entry, creating, editing and maintaining pendency; .Prepares notices to delinquent tax payers, lienholders and other interested parties of the County's intent to take title to a property by tax deed; Provides assistance for prospective bidders, accepts and verifies bidder forms, fees and assists at public auction; Calculates taxes, prepares tax statements, answers inquires from taxpayers, banks, attorneys, title companies, etc.; Manages tax installment program; Manages certified tax search program which includes searching tax rolls, preparing and certifying search, log, bill, etc and educates the public; Maintains a variety of records of work performed; Performs routine clerical work as assigned.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of business arithmetic and English; Good knowledge of the principles and practices of researching and abstracting property titles; Good knowledge of legal instruments, records and property descriptions affecting titles to property; Good knowledge of the methods of indexing and tax map practices; Good knowledge of tax records and procedures utilized in the Treasurer's Office; Ability to understand and carry out oral and written instructions; Ability to obtain the cooperation of others; high degree of accuracy, tact, courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered two year college or university with an associates degree in Public or Business Administration or related field and two (2) years full time work experience, or its part time equivalent, in abstracting real estate title searches or dealing with real estate foreclosures or liquidation proceedings or real estate law.; OR
- B. (1) Graduation from high school or possession of a high school equivalency diploma and (2) four years of full time work experience, or its part time equivalent, in abstracting real estate title searches or dealing with real estate foreclosures or liquidation proceedings or real estate law.; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Post high school training in a regionally accredited or New York State registered college or university or business school which shall include some course work which provides knowledge of legal instruments and records related to titles to property, or similar legal instruments and records may be substituted for the experience defined above on a year for year basis.

Adopted 1/1/15