

Jurisdictional Class: Competitive
Adopted: January 1, 2024

PROPERTY TAX ENFORCEMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for coordinating, directing, and participation in all aspects of tax collection and delinquent tax enforcement function pursuant to New York State and local tax laws. The incumbent in this position is responsible for carrying out carefully defined procedures related to the preparation, collection, calculation, and receipt of current and delinquent taxes, all aspects of the in rem foreclosure process and auction, and bankruptcy proceedings. The work is performed under the general supervision of the Property Tax Enforcement Supervisory and the Clinton County Treasurer, with leeway allowed for the exercise of independent judgement in carrying out the details of the work. Supervision is exercised over the work of subordinate staff performing tasks related to tax collection and delinquent tax enforcement. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Plans, reviews, prepares, and services legal documentation for foreclosure according to Real Property Tax Law, such as notices, review of title searches, certified mailings, legal advertisements, legal filings, auctions, lawsuits, etc.;
- Creates and participates in the preparation of the list of delinquent properties targeted for foreclosure as well as developing a variety of correspondence related to delinquent tax functions;
- Provides information orally and in writing in response to delinquent tax matters, and reviews communications prepared by subordinate personnel;
- Prepares and participates in the compilation of foreclosure properties, submission to the County Clerk and County Court for foreclosure, and maintenance of all legal documents and files;
- Works directly with the contracted auction company to ensure the success of the in rem tax sale auction;
- Prepares and participates in the search of properties of mortgage holders with liens, judgements, Surrogate Court proceedings, and foreclosure actions;
- Coordinates and participates in the collection and recording of tax payments from businesses, private citizens, and utilities;
- Corresponds with tax collectors, private citizens, and other county departments and/or agencies regarding the collection of delinquent taxes;
- Assists Property Tax Enforcement Supervisor with assigning and reviewing work completed by subordinate personnel;
- Assists with training new employees on work procedures, job functions, and specialized account keeping and clerical activities;
- Assists in evaluating the job performance of subordinate employees;
- Ensures the proper application and use of County accounting systems and procedures related to tax collection;
- Provides a complete and accurate accounting for the collection of tax-related financial transactions;
- Maintains ledger and journal accounts and balances accounts;
- Prepares periodic fiscal and statistical reports for agency use, or submission to State and Federal agencies;
- Prepares or checks the accuracy of daily, weekly, monthly, and year-end reports;
- Designs and maintains excel spreadsheets and completes various forms and reports related to tax collection;
- Prepares and participates in identifying all properties assessed to owners who are filing bankruptcy, and coordinates procedures for filing claims with the County attorney;
- Supervises and participates in maintaining ledger of bankruptcy payments and other taxes not included in the bankruptcy proceedings;

Property Tax Enforcement Specialist

Reviews the accuracy of address changes with the Real Property Director.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of real property tax laws and tax documents;
Thorough knowledge of principles, practices, and techniques in maintaining financial accounts and reports;
Thorough knowledge of office terminology, procedures, and equipment;
Ability to communicate effectively both orally and in writing;
Ability to plan, assign, and supervise the work of others;
Ability to understand and carry out complex oral and written directions;
Ability to make arithmetic computations rapidly and accurately;
Ability to read and understand complex laws and regulations;
Ability to establish and maintain positive working relationships with others.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Real Estate, Business Administration, Finance, Accounting, or Paralegal Studies, and two (2) years of technical experience in the performance of title searches, abstracting, real property appraisal, real property transfers, and real property tax assessments;
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Real Estate, Business Administration, Finance, Accounting, or Paralegal Studies, and four (4) years of work experience as outlined above;
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

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 Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.