

Jurisdictional Class: Competitive
Adopted: December 29, 2021
Revised: January 1, 2024

PROPERTY TAX ENFORCEMENT SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for coordinating, directing, and supervising 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 collection and calculation of current and delinquent taxes, tax sale auction, bankruptcy proceedings, and tax foreclosure procedures. The functional duties of this position are similar to those of Property Tax Enforcement Specialist, except that through training and experience, a Property Tax Enforcement Supervisor has acquired the necessary skills to assist the department with all aspects of the tax collection, training, and foreclosure processes. The work is performed under the general supervision of 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)

Supervises employees in the Treasurer's Office by assigning and reviewing completed work, and trains new employees on work procedures, job functions, and specialized account keeping and clerical activities;
Assists in evaluating the job performance of subordinate employees;
Supervises and participates in the preparation of the list of delinquent properties targeted for foreclosure as well as developing and typing a variety of correspondence related to delinquent tax functions;
Assists local government officials, financial institutions, and the general public with tax related questions;
Supervises and participates in providing information orally and in writing in response to inquiries on delinquent tax matters;
Prepares or checks the accuracy of daily, weekly, monthly, and year-end reports;
Supervises and participates in the compilation of foreclosure properties, submission to the County Clerk and Court for foreclosure, and maintenance of all legal documents and files;
Works directly with contracted auction company to ensure the success of the tax sale auction;
Participates in the collection and recording of tax payments;
Supervises and participates in the search of properties for mortgage holders, liens, judgements, Surrogate Court proceedings, and foreclosure actions;
Supervises 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;

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 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;

Property Tax Enforcement Supervisor

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, two (2) years of technical experience in the performance of title searches, abstracting, real property appraisal, real property transfers, and real property tax assessments, and two (2) years of supervisory experience; or
- (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, four (4) years of work experience as outlined above, and two (2) years of supervisory experience; or
- (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.