

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:
Treasurer Department
Property Tax Enforcement Supervisor
\$53,927 - \$63,872
DATED: May 21, 2025
LAST DAY FOR FILING: June 3, 2025
EOE

DISTINGUISHING FEATURES OF THE CLASS: This work involves supervising employees in the Treasurer's Office, assigning and reviewing completed work, and training new employees on work procedures, job functions, and specialized account keeping and clerical activities. The incumbent is responsible for coordinating, directing, and supervising all aspects of tax collection and delinquent tax enforcement functions pursuant to New York State and local tax laws. The incumbent is also 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 work is performed under the direct supervision of Otsego County Treasurer or Deputy 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 must be available for periodic on-call nights and weekends during tax season to respond to tax collectors working on Munis. Performs related duties as required.

EXAMPLES OF WORK: (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;
- Process and check for accuracy all aspects of Village, Water, Code enforcement for relevy;
- Create and check for accuracy all files from schools for school relevy;
- Prepare and send out State Forest Lands and County Forest Lands;
- PILOT agreements and oversee billing and payments;
- Prepares and processes corporation billing;
- Manage, calculate and process all 480A forest violations;
- On-call availability periodically on nights and weekends during tax season to respond to tax collectors working on Munis.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: 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; 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 or a closely related field, and two (2) years of full-time experience or its part-time in the performance of title searches, abstracting, real property appraisal, real property transfers, municipal tax collection, real property tax assessments, and two (2) years of supervisory experience in this field; 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, Paralegal Studies or a closely related field, and four (4) years of full-time experience, or its part-time equivalent as defined in (a) above; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Note: 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.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street Cooperstown, NY 13326 or online at www.otsegocountyny.gov