

Please Post Conspicuously

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**

**Treasurer Department**

***Tax Collection/Tax Enforcement Specialist***

**\$41,342 - \$48,772**

**DATED: June 30, 2025**

**LAST DAY FOR FILING: July 14, 2025**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for performing moderately difficult clerical work involving the collection of taxes and fees and account keeping duties requiring a general understanding of specific law, office rules, procedures and policies. Employees in this class will exercise independent judgment in the application of prescribed procedures and methods. General supervision is received from the Property Tax Enforcement Supervisor, or higher ranking administrative supervisor. The incumbent performs related duties as required.

**EXAMPLES OF WORK:** (Illustrative only)

- Participates in the collection of real property taxes, room occupancy taxes, school taxes;
- Receives and records taxes from individuals and businesses and issues receipts and refunds;
- Assists in preparing and mailing out notices of tax delinquencies and real property tax foreclosures;
- Prepares and maintains letters, claims, records and reports such as school, town and property taxes, tax delinquency, and bankruptcy payments;
- Assists in preparing a Notice of Pendency of Action and petitions of foreclosures;
- Coordinates tracking of all properties subject to foreclosure to assure that all proper notifications and procedures are followed in accordance with NYS Real Property Tax Law;
- Assists and answers inquiries from tax payers regarding problems related to billing and tax collection of current and delinquent taxes and foreclosures and assists other employees in responding correctly to such inquiries;
- Creates unpaid list to go to Abstractor's for title search, create labels, prepare mailings for In-Rem, update unpaid list of properties, IRS mailings, and advertising for In-Rem properties;
- Utilizes a variety of computer software programs to create and maintain various records and reports;
- Collects, receives and processes tax fees and bankruptcy payments, documents monies received and issues overpayment checks as needed;
- Assists in preparing for and coordinating all preparations for County tax auctions including preparing of lists of properties to be auctioned;
- Assists in completing and filing deeds and other required closing documents;
- Performs other related duties as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** Good knowledge of the practices and procedures employed in calculating and verifying tax accounts and records; good knowledge of tax laws and regulations; good knowledge of Microsoft Programs such as Excel, Word, PowerPoint, Access; good knowledge of office practices, policies and procedures related to collection of taxes; good knowledge of basic accounting principles; ability to understand and carry out oral and written instructions; ability to make accurate arithmetic computations; and the ability to establish and maintain effective communication and public relations.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher and one (1) year of full-time experience, or its part-time equivalent involving higher level clerical experience in the collection of taxes and maintaining records and accounts; OR;
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time experience or its part-time equivalent as defined in (a) above; OR;

- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time experience or its part-time equivalent as defined in (a) above; OR;
- (d) An equivalent combination of training and experience as defined in (a), (b), and (c) 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](http://www.otsegocountyny.gov)