

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Treasurer Department

Property Tax Specialist

\$29,941 – \$35,286

DATED: October 15, 2021

LAST DAY FOR FILING: October 29, 2021

EOE

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an employee in this class performs a range of clerical tasks and property tax functions, which requires knowledge of property tax payment regulations, records, and accounts. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

- Prepares and maintains a variety of letters, claims, records and reports such as school, town and property taxes, tax delinquency, and bankruptcy payments;
- 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 customers at front counter;
- Prepares tax searches and checks reports and records for accuracy and makes corrections as needed;
- Collects and compiles statistics and other related information;
- Answers and responds to calls and inquiries related to taxes;
- Create 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;
- Process purchase orders and office index of files;
- Sort mail, log in mail and forward school and property tax related mail to town/school tax collectors;
- Clerical work such as mailing foreclosure notes and re-mail, lookup new addresses, filing requisitions, shredding documents etc.
- Other related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of Microsoft Programs such as Word, Excel, PowerPoint, Access; knowledge of real property tax laws; knowledge of office practices, policies and procedures related to receipt of taxes; knowledge of basic accounting principles; ability to establish and maintain good public relations and an effective line of communication with the general public.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college with an Associate's Degree or higher and one (1) year full-time experience in the maintenance of records and accounts, the receipt and recovery of property tax payments, the maintenance of assessment records, working with tax software, or providing customer service, OR;
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time experience as defined in (a) above, OR;
- (c) An equivalent combination of training and experience as defined in (a) and (b) above.

CLASSIFICATION: Competitive

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