

DATE: June 10, 2025

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Roseann Daw, Commissioner of Finance
244 Fair Street, Kingston, NY 12401

JOB VACANCY: Public Auction Specialist / Contingent Permanent/Temporary / Less-Than-Half-Time

LOCATION: Co Office Bldg

SALARY: \$25.44 / hour (Grade 11)



DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for preparing for the annual public auction of real property by the Commissioner of Finance. The work is carried out in accordance with established procedures and involves performing the varied procedural steps required for identifying properties where property and/ or school taxes are delinquent and appropriate for auction, and offering such properties at public auction. In addition, the incumbent may perform routine to moderately complex account clerical functions in support of other activities in the Department of Finance. The work is performed under the general supervision of a higher level employee. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods of keeping and checking financial accounts and records; good knowledge of the principles and practices of real property title searching; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to make arithmetic computations quickly and accurately; ability to understand and carry out oral and written directions; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; good judgment; neatness; a high degree of accuracy; integrity; tact and courtesy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of work experience, two (2) years of which involved the compilation and maintenance of financial accounts and records, and one (1) year of which involved establishing and/or providing information used to perform title searches.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.