



DATE: May 14, 2026

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

FROM: CJ Rioux, Commissioner of Finance
244 Fair Street, Kingston, NY 12401

JOB VACANCY: Senior Public Auction Coordinator / Permanent/Provisional / Full-Time / Benefited

LOCATION: Co Office Building

SALARY: \$35.37 / hour (Grade 15)

FILL DATE: June 4, 2026

DISTINGUISHING OF THE CLASS: The work involves responsibility for the tax enforcement/foreclosure process for unpaid taxes pursuant to New York State Real Property Tax Law (NYS RPTL) and the coordination of 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 and legal requirements for identifying properties where State, County, Town and/or school taxes are delinquent. The incumbent will also determine which properties are appropriate for auction and coordinates offering such properties at public auction. In addition, the incumbent may perform moderately complex account clerical functions in support of other activities in the office of the Commissioner of Finance. The work is performed under the general supervision of the Commissioner of Finance or the Deputy Commissioner of Finance. Supervision is exercised over title searchers and account clerical personnel responsible for auction matters. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of legal documents pertaining to real property ownership; thorough knowledge of the principles and practices of real property title searching; good knowledge of laws pertaining to real property ownership and transfer including Article 11 of the New York State Real Property Law; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to supervise others; ability to prepare narrative reports; ability to keep accurate and complete records; 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; good judgment; a high degree of accuracy; integrity; tact and courtesy.

MINIMUM QUALIFICATIONS: Either;

- A. Possession of an Associates Degree with a major in paralegal studies from an accredited college or university and two (2) years of experience working with Article 11 New York State Real Property Tax Law and two (2) years of experience involving real property title searching; OR
- B. Certification in Paralegal Studies and two (2) years of experience working with Article 11 New York State Real Property Tax Law and three (3) years of experience involving real property title searching; OR
- C. Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience working with Article 11 New York State Real Property Tax Law and four (4) years of experience involving real property title searching; OR
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

Special Requirement: Current licensure as a Notary Public in the State of New York.

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.