

## **PUBLIC AUCTION COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for 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 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 office of the Commissioner of Finance. The work is performed under the general supervision of a higher-level employee. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Identifies properties eligible for auction from the tax rolls and ledgers;

Prepares and sends Notice of Sale letter to owners;

Verifies accuracy of information on properties with town assessors;

Conducts full and partial title searches on properties;

Reviews title searches completed by contracted companies;

Participates in determining whether properties are appropriate for auction;

Participates in generating deeds for properties;

Participates in preparation of Public Auction Brochure;

Attends and assists at the public auction;

Completes and prepares a variety of forms, legal documents, financial reports and other reports;

Answers questions pertaining to the public auction procedure;

Keeps up to date and incorporates changes in requirements as necessary;

Performs various account clerical and clerical duties in support of various responsibilities of the Department of Finance using a variety of office equipment;

May contact various agencies for information regarding properties (i.e.: Safety Department, Health Department, County Attorney's Office, NYS Dept. of Environmental Conservation, etc.);

Maintains financial records manually or using electronic data processing software.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND**

**PERSONAL CHARACTERISTICS:** Good knowledge of legal documents pertaining to real property ownership; good knowledge of the methods of keeping and checking financial accounts and records; good knowledge of the practices of governmental account keeping; 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:** Either:

- A. Possession of an Associate's or higher level degree in Accounting or Bookkeeping from an accredited college or university and three (3) years of experience which involved real property title searching; **OR**
- B. Completion of a one (1) year program in Accounting or Bookkeeping from an accredited college or business school and four (4) years of work experience, one (1) year of which involved the compilation and maintenance of financial accounts and records and three (3) years of which involved real property title searching; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of work experience, two (2) years of which involved the compilation and maintenance of financial accounts and records, and three (3) years of which involved real property title searching; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C  
above.

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Classification: Competitive  
Grade: 13  
Union: CSEA

Revised: January 18, 2022