

PUBLIC AUCTION SPECIALIST

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.

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 or by using electronic data processing software;

Prepares and sends Notice of Sale letter to owners;

Verifies accuracy of information on properties with town assessors;

Compiles title search information and enters on an electronic database;

Participates in determining whether properties are appropriate for auction;

Calculates taxes due on properties;

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, 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.

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.

ULSTER COUNTY
5215 PUB AUC SP
Classification: Competitive
Grade: 11
Union: CSEA

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