

SENIOR PUBLIC AUCTION COORDINATOR

DISTINGUISHING FEATURES 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.

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 Commissioner of Finance's Tax Collection System;

Evaluates properties of Ulster County Tax Sales to determine which properties the county should take title to;

Prepares information packets for court procedures under Article 11 of New York State Real Property Tax Law;

Determines whether properties are appropriate for auction;

Answers questions via phone and email pertaining to the public auction procedure, taxes and tax foreclosure;

Prepares and sends Petition and Notice of Foreclosure, and Tax Enforcement letters to owners, lienors, mortgagees, and persons with recorded interest;

Performs all postings and filings required by law, with County Clerk and appropriate court;

Prepares resolutions for the Ulster County Legislature on all auction properties and private sales;

Generates in rem legal advertising, sends to newspapers to be advertised and processes payments for same;

Verifies accuracy of information on properties with town assessors and building inspectors;

Conducts full and partial title searches on properties;

Works directly with the County Attorney's Office regarding in rem properties; signs affidavits for court cases, prepares tax bills, advises on unpaid taxes on properties in bankruptcy, etc.;

Reviews title searches completed by contracted companies and county title searches;

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

Prepares deeds and transfer gains and equalization and assessment forms for properties;

Prepares the Public Auction Brochure;

Updates and maintains legal files in hard copy or electronic format as appropriate for research and retrievability;

When involved in individual sales, researches property and prepares documents;

Completes and prepares a variety of forms including legal documents dealing with Article 11 New York State Real Property Tax Law;

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

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

Maintains records and prepares narrative and financial summaries and reports.

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.

ULSTER COUNTY
6452 SR PUB AUC
Classification: Competitive
Grade: 15
Union: CSEA

Adopted: January 4, 2002
Revised: December 10, 2008 (ED 1/1/09)
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