

TAX SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing the tax collection and enforcement unit in the office of the Ulster County Commissioner of Finance. The work is carried out in accordance with statutory guidelines and involves coordinating and overseeing activities concerned with the collection of delinquent tax accounts in accordance with the Real Property Tax Law and other related laws. The work is performed under administrative direction of the Ulster County Commissioner of Finance or other high level administrator with leeway allowed for determining procedures used in the completion of tasks within strict legal requirements. Supervision is exercised over subordinate personnel. 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.

Oversees the tax collection and enforcement unit in the office of the Ulster County Commissioner of Finance;

Administers the Real Property Tax Law as it pertains to delinquent tax payments and enforcements;

Identifies and evaluates properties eligible of Ulster County Tax Sales to determine which properties Ulster County should take title to;

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

Oversees the public auction process and answers questions pertaining to the public auction procedure;

Prepares resolutions for the County Legislature on all auction properties, private sales and related tax delinquent tax returns for approval;

Prepares Public Auction Brochure for the Foreclosed Tax Properties;

Supervises the maintenance of accurate records of all delinquent tax bills;

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

Searches the Ulster County Clerk's records for judgments, liens and mortgages;

May perform a variety of office tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the New York State Real Property Tax Law as it pertains to the collection of delinquent taxes; good knowledge of the principles and practices of real property ownership and transfer including Article 11 of the New York State Real

Property Tax Law; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to plan and supervise the work of others; 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's Degree from a regionally accredited or New York State registered college or university with a concentration in Business Administration, Finance, Accounting, or a related field and two (2) years of work experience where the primary responsibility is in government account keeping or tax collection; **OR**
- B. Possession of an Associates Degree from a regionally accredited or New York State registered college or university with a concentration in Business Administration, Finance, Accounting, or a related field and four (4) years of work experience where the primary responsibility is in government account keeping or tax collection; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of work experience where the primary responsibility is in government account keeping or tax collection.

ULSTER COUNTY
7201 TX SUPV
Classification: Competitive
Union: UCSA
MGT

Adopted: April 11, 2014