

## TITLE SEARCHER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing title searches on properties with delinquent taxes, and for performing a variety of clerical tasks related to tax calculation and processing in the Ulster County Treasurer's Office. The work is performed under the general supervision of a higher level employee. Although most tasks are performed according to well defined procedures, leeway is allowed for the exercise of some independent judgement. 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.

Conducts and interprets title searches on all properties that become deeded to the county for unpaid taxes;

Creates abstracts of deeds, mortgages, judgements, liens, lis pendens and surrogates court decisions on properties prior to sale at Public Auction;

Notifies property owners;

Notifies persons with a publicly filed interest in properties;

Notifies Town Assessors to fill out verification forms;

Assists public with questions regarding taxes;

Answers calls regarding taxes, calculates proposed amount due;

Calculates tax, interest and penalties for delinquent taxes;

Calculates delinquent taxes for property closings;

Prepares delinquent tax bills;

Assists with the settling of tax warrants with towns and school districts when they surrender their unpaid taxes;

Works closely with the Real Property Tax Agency to identify double assessments and property problems;

Participates in preparing for the public auction of real property by the County Treasurer;

Prepares advertising and auction brochures;

Prepares deeds to be run by proper names, SBL number, account number and year of sale;

Arranges for all forms, receipts and supplies needed to conduct auctions;

Participates in and interprets the reading and evaluation of each abstract prepared for the purpose of sale at the Public Auction;

Prepares necessary post auction resolutions, worksheets and correspondence to complete acceptable bids;

Communicates with bidders to complete any necessary paper work in order to complete the transaction;

Identifies each individual property and all back up information and assigns parcel numbers to each;

Prepares all back up information for County Treasurer and County Attorney on each court case with regard to procedures when challenges occur;

Conducts a significant portion of the work using electronic data processing equipment;

Issues Certificates of Residency.

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

**CHARACTERISTICS:** Thorough knowledge of legal documents pertaining to real property ownership; thorough knowledge of the principals and practices of real property title searching; good knowledge of the calculation of property tax; 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; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from high school or possession of a high school equivalency diploma; **AND**
- B. Three (3) years of work experience involving real property title searching; **AND**
- C. One year of work experience involving the computation and processing of taxes.

ULSTER COUNTY  
7272 TITLE SRCH  
Classification: Competitive  
Grade: 10  
Union: CSEA

Adopted: October 14, 1997  
Revised: January 26, 1998