

COUNTY PROPERTY AGENT

DISTINGUISHING FEATURES OF THE CLASS: This is field inspection and clerical work involving the regulation and recording of transactions regarding the receipt, upkeep and sale of real property in the county. The position is concerned with only lands acquired through tax delinquency or assignment by welfare clients and does not involve property purchased by the county for specific purposes. The incumbent is responsible for periodic physical inspection of holding as well as for security and sale. The work is performed under the general direction of the County Treasurer with considerable leeway allowed in carrying out the details of the work. Supervision is exercised over non-professional personnel.

TYPICAL WORK ACTIVITIES:

- Performs duties of "Enforcing Officer" as described in Real Property Tax Law;
- Prepares required documents to conduct the tax sale of tax delinquent properties;
- Serves notice of delinquent taxes on property owners and attempts to collect delinquent taxes;
- Oversees the procedures of transfer when the county acquires tax delinquent property;
- Inspects properties when acquired and periodically thereafter to determine market condition;
- Takes photographs of property for purposes of indexing;
- Suggests informally an estimate of market value;
- Determines type, quantity, and accessibility of timber on rural property and secures estimates of value;
- Obtains appraisals of buildings, equipment, and land;
- Identifies and prices repairs which will enhance or preserve the value of county owned properties;
- Confers with and reports to members of the County Properties Committee on all aspects of the work;
- Advertises and secures bids and/or offers on county property for sale;
- Sets up such security arrangements as may be necessary to safeguard property;
- Locates properties on tax maps and in the field;
- Certifies weekly reports of money received from sales;
- Maintains a variety of records and reports;
- Monitors and enforces "in lieu of tax" payments owed to the County;
- Performs routine title searches and prepares abstracts;
- Plans auctions of County property.

FULLPERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Through knowledge of procedures involving collection of delinquent real estate taxes under Real Property Tax Law; good knowledge of the geography of the county; working knowledge of property values in the county; working knowledge of legal terminology used in deeds, liens, property descriptions and tax records; ability to evaluate condition of real property in terms of market value; ability to estimate quantity, type, and accessibility of timber; ability to follow written and verbal directions; ability to locate parcels on tax maps and in the field; ability to police and safeguard county property; courtesy; physical condition suitable to the demands of the position; ability to learn procedures in performing routine title searches and preparation of abstracts.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma;

AND (A) Two years of general business experience involving real property transactions;

OR (B) Completion of two years work in a recognized college majoring in a business related field;

OR (C) A satisfactory combination of the above experience and education.

SPECIAL REQUIREMENT FOR APPLICANTS: Eligibility for an appropriate New York State Drivers License; possession of license at time of appointment.

Adopted 04/30/1985 – CSC action

Revised 05/11/2007 – Personnel Officer Action