

DEPUTY COUNTY PROPERTY AGENT

DISTINGUISHING FEATURES OF THE CLASS: This is professional, technical and administrative work in support of the County Treasurer's real property management. The incumbent assists the County Property Agent in planning, coordinating, and maintaining the county's real property tax system, including property records management. The work is performed under the general direction of the County Property Agent with considerable leeway allowed in carrying out the details of the work. This position may act for and on behalf of the County Property Agent in their absence. Supervision may be exercised over non-professional personnel.

TYPICAL WORK ACTIVITIES:

- Assists in preparing required documents to conduct the tax sale of tax delinquent properties;
- Reviews and processes property transfer documents;
- Reviews forms and legal descriptions for accuracy and compliance;
- Assists in inspecting properties when acquired and periodically thereafter to determine market condition;
- Takes photographs of property for purposes of indexing;
- Assists in advertising and securing bids and/or offers on county property for sale;
- Responds to public inquiries regarding assessments, tax exemptions, property boundaries, and tax records;
- Locates properties on tax maps and in the field;
- Coordinates with assessors, government officials, attorneys, surveyors and state agencies regarding property matters;
- Maintains a variety of records and reports;
- Monitors "in lieu of tax" payments owed to the County;
- Performs routine title searches and prepares abstracts;
- Assists in planning auctions of County property.

FULLPERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTS:

Good knowledge of procedures involving collection of delinquent real estate taxes under Real Property Tax Law; working 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 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;

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

Est 6/25/2026 PO

Competitive Class