

## **TAX AND TITLE SEARCHER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves researching and abstracting the title, and tax status of parcels of land. A high degree of accuracy and competence is essential in the performance of these duties due to the legal and financial impact of the work performed. The work is performed under the general supervision of the County Treasurer. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Researches and prepares for signature reports of the tax status of parcels of land as requested by attorneys, abstract corporations, surveyors, government, and private agencies, individuals, etc.; Reviews the tax status report with the Treasurer prior to signature; Computes the cost of preparation of tax status reports, and bills the appropriate party(s); Assists the public with the use of tax records, and supervises the maintenance and order of the tax assessment room; Researches and abstracts the ownership, and any liens thereon of property the County is to take title to due to delinquent taxes; Prepares notices to delinquent tax payers, lienholders, and other interested parties of the County's intent to take title to a property by tax deed; Maintains a variety of records of work performed; Performs routine clerical work as assigned.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Working knowledge of the principles and practices of researching, and abstracting property titles; Working knowledge of legal instruments, records, and property descriptions affecting titles to property; Working knowledge of the methods of indexing, and tax map practices; Working knowledge of tax records, and procedures utilized in the Treasurer's Office; Ability to understand and carry out oral and written instructions; Ability to obtain the cooperation of others; high degree of accuracy, tact, courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** (1) Graduation from high school or possession of a high school equivalency diploma and (2) one year of clerical experience which shall include some work providing knowledge of legal instruments and records affecting titles to property.

**NOTE:** Post high school training in a college or university or business school, which shall include some course work which provides knowledge of legal instruments and records related to titles to property, or similar legal instruments and records may be substituted for the experience defined above on a year for year basis. Your training must have been conducted at a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

If your training was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at

<http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted 1/6/87

Revised 1/22/97; 10/15/12; 11/19/12; 3/15/23