

## IN REM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Work involves assisting in coordinating required and necessary procedures for sales of properties eligible for foreclosure as a result of unpaid back taxes. Duties include preparing and overseeing the gathering of information pertaining to such parcels, and maintenance of detailed lists and databases of such properties. Work is performed under general supervision of the County Attorney. Supervision of others is not a responsibility of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares, identifies and reviews all records and information for properties scheduled to be filed on an In Rem foreclosure list;  
Updates the tax foreclosure lists when payments are received;  
Prepares all deeds and accompanying recording devices relative to redemptions;  
Checks the In Rem list for accuracy;  
Prepares resolutions relative to delinquent tax properties for the County Attorney for review and submission to the County Legislature;  
Prepares all lists and necessary information prior to, and after the tax foreclosure sale;  
Assists the taxpayers relative to information pertaining to foreclosure procedures;  
Screens each sale of foreclosure properties and has the deeds recorded;  
May attend foreclosure actions;  
Performs a variety of relative activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles, practices and methods of In Rem foreclosures; ability to plan and assemble the proper tax data; ability to understand and interpret written material, ie., tax collection procedures, tax laws pertaining to tax collection and implementation of the Real Property Tax Law; ability to establish and maintain cooperative working relations with coworkers and personnel from other departments; courtesy in dealing with the general public; tact.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and three (3) years of specialized clerical experience in a law-related field; or
- b) Five (5) years of specialized clerical experience in a law-related field; or
- c) An equivalent combination of training and experience as described in a) and b) above.