

TAX FORECLOSURE OUTREACH SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs paraprofessional duties for the Treasurer's Office involving property foreclosures, case maintenance and public educational activities; works under the supervision of the Chief Deputy Treasurer; performs related duties as required.

STATEMENT OF TASKS:

Responsible for the foreclosure prevention process including providing counseling and referral services to participants;
Files and maintains bankruptcy documentation;
Prepares written communications to governing bodies, departments, residents, etc.;
Organizes and delivers tax foreclosure process presentations;
Coordinates educational activities on the delinquent tax system and foreclosure prevention program;
Maintains program records and case files;
Collects and tracks participant data;
Performs follow-up on individual cases;
Responsible for ensuring forfeiture and foreclosure documents recorded with Register of Deeds office;
Ensures proper documentation recorded with Courts related to Public Act 123;
Directs delinquent tax contractors used for site inspections and title records;
Audits any documents generated for compliance with property tax statutes;
Researches possible programs available to assist delinquent taxpayers;
Performs varied duties connected with Public Act 123;
Gathers data for FOIA responses associated with tax foreclosures;
Acts as a Notary;
Updates website;
Acts as back-up for accounts payable.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Public Act 123;
Ability to work with low income and diverse social, cultural and ethnic populations;
Ability to develop and maintain positive working relations with attorneys;
Ability to utilize critical thinking in the course of duties;
Working knowledge of Microsoft suite;

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (cont):

Ability to understand and follow complex oral and written instructions;
Possess strong organizational skills;
Ability to communicate effectively in both oral and written form;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Five (5) years of experience in a County Treasurer's Office **–AND–** Public Act 123 tax law experience.

-OR-

Two (2) years of experience in a County Treasurer's Office **–AND–** 30 semester hours from an accredited college **–AND–** Public Act 123 tax law experience.

Experience working with titles and tax delinquency preferred.


Human Resources Director

Established: December 8, 2011
Revised: April 27, 2020