

LAND FORECLOSURE SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs paraprofessional duties for the Treasurer's Office involving property foreclosures and case maintenance; 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;
Direct special individual foreclosure cases;
Maintain program records and case files;
Collect and track participant data;
Perform follow-up on individual cases;
Perform varied duties connected with Public Act 123 as required.

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 understand and follow complex oral and written instructions;
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 with Public Act 123 tax law experience.

Established: June 6, 2005
Revised: September 10, 2010
Revised: September 24, 2010
Revised: October 3, 2010



Human Resources Director