

## Legal Aide (Real Property Tax) – Chautauqua County Government

### Department of Finance

The Chautauqua County Department of Finance is looking to fill a permanent, full-time (40 hours/week) Legal Aide (Real Property Tax) position in the Mayville, New York office. This position performs paralegal, account keeping and clerical tasks involved with the County's IN REM process in the County Finance Department's Division of Real Property Tax Services. Supervision is received from a division official of higher rank. The work requires the application of independent judgment on the analysis of facts and circumstances to determine actions within the limits of standard practice. Does related work as required.

#### **Typical Job Duties:**

- Orders title searches, reviews product and determines interests in property;
- Prepares redemption notices as per Title 11 of Real Property Tax Law and US Supreme Court;
- Mails, tracks and controls redemption notices and receipts of mailing;
- Prepares property folder on each delinquent parcel;
- Verifies liens and judgment creditors;
- Prepares foreclosure lists and documents for County Court filing;
- Prepares legal advertisements and retains proof of publication for court;
- Prepares tax deeds for disposition of County tax foreclosed property;
- Assists in the preparations for County Auction of Tax Property including:
  - Prepares newspaper advertisements;
  - Creates mailing lists and mails circular advertisements;
  - Issues receipts and correspondence to successful bidders;
  - Prepares quit claim deeds for Legislative approval;
- Assists local collectors with accounting collection problems;
- Prepares and balances reports for tax collections;
- Responds to verbal and written taxpayer inquiries.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

#### **Chautauqua County Offers A Comprehensive Benefits Package Which Includes:**

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|---|-----------------------------|
| - Health Insurance (including Dental & Vision plan)       | - 13 Paid Holidays          |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time      |
| - Personal Days   |                             |
| - NYSLERS Pension   | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness    | - Wellness Program          |

**Must Meet Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma and either:

- A. Four (4) years of clerical experience in an office environment; OR
- B. Completion of 60 semester credit hours with a concentration in business administration, paralegal studies or secretarial science and two (2) years of experience as listed in A above; OR
- C. An equivalent combination of training and experience as defined by the limits of A & B above.

**Application Process:** Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: [chqgov.com](http://chqgov.com) and ***return it along with copy of degree/transcripts***, to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757 or email completed application (including signature) to [Countyemploy@chqgov.com](mailto:Countyemploy@chqgov.com)

Chautauqua County Government is an Equal Opportunity Employer