

**INGHAM COUNTY
JOB DESCRIPTION**

TAX FORFEITURE / FORECLOSURE COORDINATOR

General Summary :

Under the supervision of the Property Tax Coordinator, assist in all aspects of PA 123 of 1999 under general supervision of Property Tax Coordinator and Treasurer, including BS&A Software and large project coordination (whole project – statutory requirements of process, vendor contact, personal service, preventative services).

Assists Property Tax Coordinator with taxpayers and social services provider network and other efforts to avoid foreclosure. Maintains accurate computer records for all parcels in forfeiture/foreclosure. Obtains data on property owner from various sources including Register of Deeds and internet searches. File data for recording during Court process. Performs a variety of other tasks related to the administration activities of the Land Bank.

Essential Functions :

1. Document all actions with checklist, memorandums and photographs to minimize liability to County.
2. Coordinate site inspection with contractors and personally visit sites. Develop personal knowledge of habitually forfeited parcels to seek long term solutions.
3. Coordinate the handoff of properties from forfeiture, through the foreclosure auction process and into the Land Bank Authority.
4. Assist the Land Bank Executive Director with administrative processes of Land Bank.
5. Maintain accurate computer records for all parcels in Forfeiture/Foreclosure and Land Bank process. Data extraction from Title Search process of critical importance.
6. Connect delinquent taxpayers to the social services provider network to improve life situation.
7. Prepare site visit materials, coordinate visits by contractors, enter data in software.
8. Coordinate movement of parcels from forfeiture into foreclosure and often into Land Bank. This involves the interpretation and analysis of individual parcel situation to assist Land Bank with disposition potential.
9. Assist in planning and organizing work, assigning and checking work of vendors and other administrative functions as directed by the Land Bank Executive Director.

Other Functions :

10. Performs a variety of other functions related to administrative operations of the office.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: Bachelor's Degree. Requires title work, property status, legislation, social service provider network and Land Bank tool demands a high degree of critical thinking skills.

Experience: Performance of the job requires essentially no work experience. With the advance education; the incumbent would be expected to reach proficiency after 1 – 6 months orientation, coaching and basic familiarization.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Valid Michigan Driver's Licence and reliable transportation.

Physical Requirements [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

- Ability to enter and access information from a computer.
- Ability to visit various properties to inspect and/or post notices.
- Ability to access office files.
- Ability to operate a calculator.
- Ability to lift and move tax rolls and other books weighing up to 10 lbs.
- Periodic prolonged sitting at a computer terminal.

Working Conditions:

Works in office and external conditions.