INGHAM COUNTY

PROPERTY TAX COORDINATOR

General Summary:

Under the general direction of the Chief Deputy Treasurer, the Property Tax Coordinator will take on responsibility for the Foreclosing Governmental Unit (FGU) for delinquent property taxes as outlined in PA 123 of 1999. The Property Tax Coordinator will interpret and apply the statute, as well as perform technical duties in the coordination and implementation of the statute. He/She will work with many stakeholders including taxpayer/property owners, local elected officials, mortgage and other interest holders, and various social services' providers.

Essential Functions:

1. Coordinate all aspects of PA 123 of 1999 under the general supervision of the Treasurer and Deputy Treasurer, including operation of BS&A tax software and coordination of a very large project.

2. Work with taxpayers and social services' provider networks to avoid foreclosure, and provide financial counseling to achieve best resolution in chronic delinquency situations.

3. Coordinate and maintain accurate computer records for all parcels in forfeiture / foreclosure. Obtain data on property owners from various sources including Register of Deeds and internet searches. File data for retrieval during Court process.

4. Document all actions with checklist, memorandums, and photographs to minimize liability to County.

5. Coordinate site inspections with contractors and personally visit sites. Personal knowledge of final 600 parcels in forfeiture is required to appropriate final resolution.

6. Work with local Treasurer, Assessors, Register of Deeds, Neighborhood Organization and community activists to gather information about properties and property owners.

7. Oversee recording of Certificates of Forfeiture with the Register of Deeds; coordinate title searches with title companies and others; oversee Foreclosure Petition with the Circuit Court; record proof of service; coordinate and track property maintenance.

8. Develop ways to strengthen foreclosure prevention.

9. Assist in planning and organizing work, assigning and checking work of, and/or assisting and instructing an assistant.

10. Perform other duties as assigned.

Other Functions:

11. None Listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: Bachelor's Degree in social science, business or a related field.
Experience: One to two years of experience. Experience could be in social work, law, community planning and/or economic development demonstrating a wide range of skills in dealing with people and the ability to manage large projects. Familiarity with the legal process for property transfer preferred.

Other Requirements: Valid Michigan Driver's license. Must be proficient in, or able to be successfully trained in utilizing, BS&A tax software.

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.

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 access office files.
Walking over uneven terrain to various property sites throughout the County.
Climbing stairs, bending, stooping and kneeling in order to inspect and post property.
Ability to travel throughout the County.

Working Conditions:

Travels to various property sites throughout the County.
Works outside in varying weather conditions.