

## Worcester County Job Opportunities

**DEPARTMENT:** TREASURER'S OFFICE  
**JOB TITLE:** TAX RECORDATION PARALEGAL  
**COMPENSATION:** NON CLASSIFIED  
**APPLICATION PERIOD:** UNTIL FILLED

**JOB SUMMARY:** This individual is responsible for transfer of deed and collection of recordation/transfer taxes and verifying all the liens to County, State, or towns have been collected. This position is under the direct leadership of the Finance Officer and Assistant Finance Officer.

### **GENERAL REQUIREMENTS:**

- Pre-employment background check

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Oversee the transfer of deeds to ensure accuracy, collect recordation and transfer tax and verify all liens to County, State, or towns have been collected
- A thorough understanding of the various means of transfer include Indemnity Deeds of Trust (IDOT's)
- A thorough understanding of the Tax Sale law and procedures
- Process deeds and deeds of trust for transfer by the clerk of the court
- Collection of county receipts and taxes for County, State and municipalities
- Striking motions with court system regarding tax sale liens not foreclosed upon
- Prepare deed transfer information, update data records, and collect transfer tax;
- Research and resolve taxpayer issues;
- Research and process additions and abatements to real estate and personal property tax accounts
- Assist in researching customer account errors with SDAT, Clerk of the Court, or by other means at the direction of office supervisors;
- Monitor and process abatements and adjustments to prior assessments
- Personal Property collections with court system and related correspondence
- Provide customer service for revenue collections of the department;
- Assist in the preparation of delinquent notices, County's foreclosure and tax sale process, preparation of regulatory reports, and tax mailings
- Process Excess Proceeds from the Tax Sale and handle related issues and filings
- Monitor and research taxation issues affecting real property, personal property, permits and user fees
- Manage Community Development Block Grant (CDBG) activity and related property liens
- Review and recommend new methods and procedures to make daily operations more efficient;
- Learn new processes and technology as necessary;
- Work with other departments and agencies necessary in the department's functions;
- Review and process mail as appropriate
- Answer telephone regarding customers' inquiries;
- File supporting processing and payment records;
- Take on additional responsibilities within the department;
- Reconciliation of cash, taxes receivable, taxes collected and/or miscellaneous revenue accounts;
- Expert level of skills and knowledge of the department's functions and processes;
- Oversee projects and customer issues under office supervisors;
- Work independently with little supervision;
- Adhere to the Worcester County Government personnel rules & regulations; and work in a pleasant and harmonious manner with co-workers and the public;
- Perform other related duties as required as the position

### **QUALIFICATIONS AND SKILLS:**

- Experienced paralegal in tax recordation;
- Experience working with property transfers, title search and deeds;
- Ability to follow verbal and written instructions; keep records and logs; complete written forms; and to

- communicate effectively with the public and coworkers;
- Ability to prioritize and multitask;
- Familiar with modern office practices and procedures including the ability to operate office equipment, such as fax machines, copiers and calculators;
- Must possess knowledge of state and local government laws as related to County revenues;
- Must have proficient knowledge of Microsoft Office including Word, Excel, Access, and Outlook;
- Have proficient knowledge and understanding of our primary accounting and tax/utility billing software applications (New World Systems and MUNIS) preferred;
- Ability to apply acquired knowledge to increasingly varied and complex tasks.

**SAFETY ANALYSIS:**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)*

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. No known significant hazard risk.

**LOCATION:**

- Primary location is the Government Center in Snow Hill