

FULTON COUNTY TREASURER'S OFFICE
ANNOUNCES THE FOLLOWING:

TAX ENFORCEMENT CLERK
(HELP PROGRAM)

**FULTON, HAMILTON, HERKIMER, MONTGOMERY OR SARATOGA
COUNTY RESIDENCY IS REQUIRED**

This is a permanent vacancy in the Fulton County Treasurer's Office.

2026 Salary: \$22.40 per hour

Typical Work Activities:

Assists the Assistant Deputy Treasurer by typing and checking agreements and payment plans for taxpayers entering into installment agreements to avoid foreclosure;
Answers routine inquiries and reviews foreclosure procedures with property owners;
Prepares notices to notify all owners of record, mortgage holders and lien holders of impending foreclosure and the steps necessary and options available for redemption of property;
Identifies and submits a list of properties eligible for foreclosure to title company for title search;
Processes and accounts for monies from auctioneer acquired through sale of property at auction;
Verifies required paperwork mailed and newspapers print the "notice and petition of foreclosure", including all pertinent information as required;
Performs Internet searches, reviews assessment rolls, contacts the Sheriff's Department and Postmaster to locate individuals or affected parties when mail is undeliverable;
Collects, records and processes tax payments;
Posts payment figures to appropriate accounts through a computer and verifies all data entered;
Prepares basic financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
Serves as liaison between the Treasurer's office, County Clerk's office, Real Property Tax Services office and the County Attorney;
Answers telephone calls, provides tax information, general information and referrals to other County departments;
Interacts with other County departments and private vendors to assist in the collection of County funds;
Files and maintains all records related to processing of payments and correspondence;
May perform general clerical duties when required.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma and one (1) year of experience involving use of real property terminology and processing legal documents.

**Applications should be filed with the
Fulton County Personnel Department
1 East Montgomery Street
Johnstown NY 12095
(518) 736-5574**

They can be found on our website at www.fultoncountyny.gov.