

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT (TAXATION DIVISION - LOCATION - CITY HALL)

TAX SALES OFFICER/ASSESS REVIEW ANALYST

SUMMARY OF DUTIES

Reporting to the Manager, Tax Accounting responsible for protecting the City's interest in properties that are in tax arrears by negotiating payment plans, and failing any payment plans, complying with the relevant sections of the Municipal Act to register a lien against the title of the property. Works closely with the City's Legal Division to ensure that all processing requirements with respect to Municipal Tax Sales are complied with.

GENERAL DUTIES

Ensures that timely actions are taken in regards to delinquent tax accounts that are near or meet the requirements under the Municipal Tax Sales Act.

Negotiates payment arrangements with taxpayers on outstanding property taxes.

Registers Tax Arrears Certificates with the Land Registry Office to comply with the relevant sections of the Municipal Act.

Reviews Tax Arrears Certificates to ensure proper notice is given to the appropriate interested parties within regulated timeframes.

Prepares initial By-Law and prepares and/or reviews amending by-laws for approval by Council to authorize the negotiation of an Extension Agreement with taxpayers whose properties have a registered Tax Arrears Certificate.

Negotiates and prepares/reviews extension agreements to ensure same are fully completed, signed off and filed with the Clerk's Department, taxpayer and tax office.

Forwards final notice letter to property owner and mortgage holder informing property is at risk of being sold.

Prepares list of properties for sale and advertisements for appropriate media.

Prepares tax sale documents and requests maps to identify property locations and co-ordinate information to be placed on City's Web Site.

Conducts Sale of Lands for tax arrears in compliance with the Municipal Act and relevant regulations to ensure that lands are sold in compliance with the legislation.

Follows-up Sale of Lands for Tax Arrears in compliance with the Municipal Act and relevant regulations to ensure that lands are sold in compliance with the legislation.

Provides direction to support staff with respect to preparation of correspondence, processing documents, document preparation, verifying payment arrangements are being complied with especially those accounts with Extension Agreements and providing information on taxpayer accounts and collection process.

Ensures that Tax Arrears Cancellation Certificate is prepared and registered by third party and/or Legal Division.

Monitors ongoing developments in relation to case law and changing legislation.

Directs staff and outside service consultant in the preparation of appropriate documentation, searches and notices related to Tax Arrears Certificates.

Analyzes property tax accounts to confirm outstanding balances are accurate and appropriate to determine next steps in collection.

Receives, appraises and resolves complaints, and responds to inquiries from property owners, lawyers, general public, other department and elected officials.

Assists in developing and monitoring Tax Sale Revenue and Expenditure Budgets.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Sound knowledge of the Municipal and Assessment Acts and relevant regulations relating to Tax Sale registration normally acquired by obtaining post secondary education in Commerce or Business with completion of Municipal Tax Administration program.
2. Certified Municipal Tax Professional designation would be considered an asset.
3. Progressive tax sales experience preferably in a municipal setting.
4. Excellent working knowledge of the Municipal Tax Sales Act, Assessment Act, and the Tax provisions of the Municipal Act. Particular knowledge as it relates to Tax Sale registration.
5. Demonstrated excellent written and verbal communications for consensus building, working effectively, communicating diplomatically, tactfully and sensitively with taxpayers.
6. Excellent interpersonal skills and the ability to deal diplomatically and professionally with all levels of management, staff, elected officials and the public.
7. Negotiation and problem solving skills with a high sense of integrity and the ability to maintain a high degree of confidentiality when negotiating payment arrangements with taxpayers for outstanding taxes.
8. Demonstrated tact and professionalism in dealing with the public.
9. Must have strong organizational skills and a high level of accuracy and timeliness in the preparation of written communication, reports and completing documentation for Tax Sale work.
10. Excellent working knowledge and understanding of computer relevant software applications. Previous experience working with complex computer billing and remittance systems. Working knowledge of Microsoft Office XP (Microsoft Outlook, Word, Excel, Publisher, and Power Point). Knowledge of a networked client/server database management system
11. Demonstrated strong mathematical aptitude and the ability to operate under tight time restrictions.