

## CITY OF HAMILTON

**CORPORATE SERVICES DEPARTMENT**  
**(FINANCIAL SERVICES, TAXATION & CORPORATE CONTROLLER DIVISION - TAXATION SECTION -**  
**LOCATION - 71 MAIN ST. W., 1<sup>ST</sup> FLOOR)**

**TAX REGISTRATION OFFICER – CUPE 5167**

**SUMMARY OF DUTIES**

Reports to the Tax Billings & Collections Administrator. Under the general direction of the Tax Billings & Collections Administrator, performs clerical and administrative duties with respect to the Tax Registration and Tax Sale process. Assists in protecting the City's interest in properties that are in tax arrears by negotiating payment plans, conducts title searches to properties and prepares necessary paperwork to register a lien against the title of the property. Works closely with the City's Legal Division to ensure that all processing requirements are in compliance with the Municipal Act.

**GENERAL DUTIES**

Monitors list of properties identified as eligible for tax registration. Under the general direction of the Tax Billings & Collections Administrator ensures that identified properties are properly searched for title and necessary documents are created for Signature by Treasurer. Registers documents on-line using Provincial Land registry Teraview system upon approval.

Negotiates standard payment arrangements. Maintains and monitors all payment arrangements with taxpayers on outstanding property taxes, follows up on any defaulted arrangements and brings any issues forward to Tax Billings & Collections Administrator, Manager and/or Director.

Reviews and analyzes title searches and documents on Teraview to obtain pertinent information. Compiles summaries of pertinent information for subsequent document preparation.

Prepares for signature and registers various legal documents and forms including Certificate of Tax Arrears and Tax Arrears Cancellation Certificates as per Municipal and Provincial Government guidelines.

Conducts on-line execution/writ searches, corporate searches and produces Corporate Profile Reports on a Provincial and Federal level.

Assists Tax Billings & Collections Administrator in preparing initial By-Law and 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 standard payment arrangements, Extension Agreements and follows up to ensure they are fully completed, signed off and filed with the City's Clerk's Department, taxpayer and tax office.

Prepares for signature all Notice of Registration and Final Notice letters and ensures timely mailings in accordance with the Municipal Act to property owner and all interested parties advising property is potentially at risk of going to tax sale.

Conducts on-line legal research in Teraview to assist with ownership and property issues. Pulls and reviews ownership documents, title searches and mapping as required. Provides information to the Municipal Property Assessment Corporation (MPAC) if required to address any issues and have the Tax Roll information corrected and updated accordingly.

Researches and gathers information from appropriate sources (ie. Ontario Property Tax Association, Municipal Property Assessment Corporation (MPAC), Vailtech Tax System and GISNet (Geographic Information System) for mapping).

Liaises with Ontario Property Tax Association, Municipal Property Assessment Corporation, consulting firms, mortgage holders, law firms etc.

Processes annual, and as required, notifications to property owners subject to the tax registration process.

Processes and mails tax registration documentation as required and in accordance with the Municipal Act.

Prepares correspondence as required.

Receives and answers inquiries from staff, law firms, financial institutions, and the public on tax registration process, arrears payment plans, extension agreements etc

Provides clarification to all front line Tax and Customer Service staff on tax registration and tax arrears.

Assists Tax Billings & Collections Administrator with tax sales as required.

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

### **QUALIFICATIONS**

1. Proven knowledge of accounting procedures normally acquired through the successful completion of a community college diploma in business accounting, financial field or general business program or through a combination of education and relevant previous work experience.
2. Strong working knowledge of Teraview Land Registry System with demonstrated ability in conducting title searches, mapping legal descriptions and registering documents.
3. Previous municipal tax experience preferred. Working knowledge of Municipal Taxation Legislation, particularly, but not limited to, legislation pertaining to Tax Collection and Sale of Land for Tax Arrears.
4. Demonstrated knowledge of accounting procedures in a computerized environment with demonstrated ability to calculate tax adjustments as it pertains to tax arrears registrations, penalty, interest and registration fees etc.
5. Excellent working knowledge of Word, Excel and database software. Demonstrated ability to manipulate data within excel spreadsheets.
6. Good analytical skills to monitor tax accounts.
7. Excellent written and oral communication skills, interpersonal and conflict resolution skills, demonstrated tact and professionalism in dealing with the public, law firms, and financial institutions.
8. Demonstrated ability to work independently and in a team environment as well as demonstrating strong time management and organizational skills.
9. Demonstrated ability to effectively balance the interests of the City, while providing compassion and understanding to taxpayers in financial hardship.
10. Demonstrated 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.