

**Walla Walla County
Position Description**

JOB TITLE: Foreclosure Technician

DEPARTMENT: Treasurer's Office

REPORTS TO: County Treasurer and Chief Deputy Treasurer

PAY GRADE: 4, Part-time (24 hours/week); Pro-rated Benefits Apply; Courthouse Union

JOB SUMMARY: Position is responsible for supervising and implementing bad debt collection procedures including, but not limited to, real property foreclosures, personal property distraint, NSF check collections and bankruptcies. Requires the use of the Budgeting Accounting and Reporting System (BARS) and knowledge of state and federal contracts and Revised Codes of Washington (RCW). Requires personal initiative and independent judgment in decision-making and accuracy, and the application of human relations skills in a rapid pace work environment. Work is performed independently after initial introduction to all duties of the position, usually accomplished within six (6) months from hire. General supervision is provided by the Chief Deputy Treasurer and/or County Treasurer.

SUPERVISORY RESPONSIBILITIES: Positions of this class generally exercise limited supervisory responsibilities.

ESSENTIAL FUNCTIONS:

- Responsible for the maximum collection of bad debt on behalf of the county, state, and all other taxing districts.
- Must work independently with minimum supervision on a constant basis using own judgment in applying established practices and procedures.
- Collect and record taxes and other receipts due to the county
- Prepare bank deposits and balance daily activity
- Perform extensive research of legal records necessary for the collection of delinquent real and personal property taxes
- Prepares and submits foreclosure, distraint and bankruptcy documentation
- Pursue collection of delinquent taxes owed.
- Monitor bankruptcy notices and ensure county filing status

EXAMPLES OF DUTIES:

- Understand and apply RCW, WAC, office, and legal procedures to make choices among sometimes complex and not always known answers as they relate to the legal processes of implementing and processing property foreclosures, distraint, bankruptcies and other collection challenges.
- Work closely with title companies on title reports for delinquent properties going to foreclosure
- Work closely with Prosecuting Attorney's office in preparing court document for foreclosure on real property and distraint of personal property.
- Communicates with taxpayers and/or their attorneys, accountants, or agents to determine methods of liquidating tax liabilities.
- Prepares correspondences and notifications to taxpayers.

- Prepares request for bids for title work. Reviews proposals and makes recommendation to County Treasurer as to award of bid.
- File and index materials alphabetically, numerically, chronologically or by special department system and conduct complex file and record searches.
- .Research and compiles a list of uncollectible personal property taxes and presents to the County Commissioners annually.
- Respond to inquiries and complaints regarding services provided; assure that appropriate information is provided, and problems resolved; give out forms and documents.
- Remain current on legislation, legal requirements, ordinances affecting tax collection process and other functions of the office and recommend changes in county procedures and policies as appropriate to comply with legislation.
- Communicates regularly with other counties.
- Prepares and conducts the property tax foreclosure and distraint auctions.
- Works with the County Commissioners office to manage and dispose of tax title property.
- Other tasks of a similar nature and level of difficulty and responsibility that may be assigned.

EQUIPMENT TO BE USED: Must have the ability to use general and specialized office equipment, 10-key calculators, networked computers, personal computers, printers, copiers, multi-line phones and fax machines.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: The working environment includes activities in multiple department venues and may include some out of office duties. Physical abilities required for this position are ones typically related to office operations, manual dexterity, and visual acuity to operate personal computers, other office equipment, accessing file cabinets, both on site and off, and sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- Working knowledge of Microsoft Office products with knowledge and experience working with data processing systems, including word processing and spreadsheets.
- Background (or the ability to learn) in property titles, foreclosure and distraint proceedings with ability to meet all legal compliance with required laws and policies as related to foreclosure, distraint and bankruptcy.
- Knowledge of (or ability to learn) RCWs, WACs and office policy as it relates to tax collection, property foreclosures, distraint, bankruptcies, billing, receipting, and reporting.
- Skill and ability to appropriately document work progress adequately to represent the county in any court proceedings challenging any collection process or procedure.
- Be able to successfully represent the county regarding bankruptcy filings so as to maintain the property tax priority lien status.
- Understanding of accounting principles as they apply to governmental accounting particularly receipting of revenues and knowledge of BARS.
- Experience in cash handling including policies, procedures, receipting and balancing till.
- Possess good listening skills.
- Ability to deal with a broad scope of contacts both on the phone and in person.
- Ability to effectively communicate procedures and guidelines to the public, junior taxing districts, other departments, and other workers, both orally and in writing.

- Ability to establish and maintain harmonious working relationships with fellow employees, other departments, agencies, and the general public.
- Ability to maintain confidentiality related to the foreclosure, distraint and collection process.
- Ability to learn the functions, procedures, organization, laws, and regulations pertaining to this position or duties assigned.
- Ability to enter, read and interpret computer generated reports.
- Ability to make rapid and accurate mathematical calculations and be proficient on a 10 Key.
- Ability to correlate and evaluate a large volume of written and numerical data.
- Ability to operate office equipment at a high level of proficiency.
- Possess the organizational ability to meet both internal and external deadlines in a consistent manner.
- Knowledge of business English, spelling and arithmetic.

EDUCATION, EXPERIENCE AND TRAINING: Knowledge and skills normally associated with someone who has an AA degree in Accounting or Finance and two (2) years' experience in foreclosure and collection proceedings, or any equivalent combination of education and work experience that, in the opinion of management, is equivalent. Possess a diverse background in all fiscal and clerical areas as needed for this position.

LICENSES AND OTHER REQUIREMENTS: Must successfully pass a background check and a driving record check. Maintain a current driver's license and have access to a vehicle during work hours. Must be bondable.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT