

Tax Paralegal

Dept: Tax

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative work assisting with processing of foreclosures, collecting delinquent real property, personal property and business taxes, maintaining tax accounts case files, assisting land records with listing of real property, assisting collections staff, and related work as apparent or assigned. Work is performed under the limited supervision of the Associate County Attorney and Assistant Tax Collector.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Initiates and completes In Rem foreclosure process under North Carolina general statute 105-375.
- Initiates levy actions and carries through with Sheriff's Office to achieve collections
- Assists in conducting research for determination of property ownership.
- Assists with customer service.
- Creates and maintains various files, records and reports.
- Assists with collection of delinquent taxes.
- Assists attorney with research and filings.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of the field of real estate title and evaluation work including deed transfers, deeds of trust and foreclosure processes; thorough knowledge of relevant state statutes; general knowledge of mapping process and eminent domain processes; ability to read and map real property descriptions, ability to read and prepare legal documentations; thorough skill operating standard office equipment, hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to interpret the law; ability to initiate and complete the foreclosure process; ability to read plans and blueprints; ability to keep records and to prepare reports on activities; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with elected officials, court officials, attorneys, associates and the general public.

Education and Experience

Associates/Technical degree in paralegal, real estate, or related field and one to three years experience working as a legal secretary, in a law office, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms, lifting and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and pushing or pulling; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing

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general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- North Carolina State Bar Paralegal Certification preferred.
- Notary Public preferred.
- Valid North Carolina Driver's License within 60 days of employment.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Tax Paralegal

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date