

**Worcester County  
Job Opportunities**

**DEPARTMENT:** TREASURER'S OFFICE  
**JOB TITLE:** RECORDATION SPECIALIST  
**COMPENSATION:** GRADE 20/STEP 7 \$30.68 HOURLY/\$63,814 ANNUALLY TO  
GRADE 20/STEP11 \$33.86 HOURLY/\$70,429 ANNUALLY  
*SALARY MAY BE HIGHER BASED ON QUALIFICATIONS*  
**APPLICATION PERIOD:** UNTIL FILLED  
**WORK SCHEDULE:** MONDAY TO FRIDAY, 8:00AM TO 4:30PM  
**LOCATION:** PRIMARY LOCATION GOVERNMENT CENTER IN SNOW HILL; AS NEEDED AT  
ISLE OF WIGHT OFFICE IN BISHOPVILLE

**JOB SUMMARY:** This individual is responsible for transfer of deed and collection of recordation/transfer taxes and verifying all the liens to County, State, or Towns have been collected. This position is under the direct leadership of the Finance Officer and Deputy Finance Officer.

**GENERAL REQUIREMENTS:**

- Pre-employment background check

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Oversee the transfer of deeds to ensure accuracy, collect recordation and transfer tax and verify all liens to County, State, or towns have been collected.
- Possess a thorough understanding of the various means of transfer including Indemnity Deeds of Trust (IDOT's).
- Possess a thorough understanding of the Tax Sale law and procedures.
- Process deeds and deeds of trust for transfer by the Clerk of the Court.
- Collect county receipts and taxes for County, State and municipalities.
- Striking motions with court system regarding tax sale liens not foreclosed upon.
- Prepare deed transfer information, update data records, and collect transfer tax.
- Research and resolve taxpayer issues.
- Research and process additions and abatements to real estate and personal property tax accounts.
- Assist in researching customer account errors with SDAT, Clerk of the Court, or by other means at the direction of office supervisors.
- Monitor and process abatements and adjustments to prior assessments.
- Personal Property collections with court system and related correspondence.
- Provide customer service for revenue collections of the department.
- Assist in the preparation of delinquent notices, County's foreclosure and tax sale process, preparation of regulatory reports, and tax mailings.
- Process Excess Proceeds from the Tax Sale and handle related issues and filings.
- Monitor and research taxation issues affecting real property, personal property, permits and user fees.
- Manage Community Development Block Grant (CDBG) activity and related property liens.
- Review and recommend new methods and procedures to make daily operations more efficient.
- Learn new processes and technology as necessary.
- Work with other departments and agencies necessary in the department's functions.
- Review and process mail as appropriate.
- Answer telephone regarding customers' inquiries.
- File supporting processing and payment records.
- Take on additional responsibilities within the department.

- Reconcile cash, taxes receivable, taxes collected and/or miscellaneous revenue accounts.
- Expert level of skills and knowledge of the department's functions and processes.
- Oversee projects and customer issues under office supervisors.
- Work independently with little supervision.
- Adhere to, support, and enforce Worcester County Government Personnel Rules & Regulations.
- Work in a pleasant and harmonious manner with co-workers and the public.
- Comply with the safety programs, procedures, training, fire drills, COOP plans, etc.
- Ensure confidentiality of information and records and complies with record retention schedule.
- Perform all other duties as assigned.

**QUALIFICATIONS AND SKILLS:**

- Experience working with property transfers, title search and deeds.
- Experienced paralegal in tax recordation is preferred.
- Must possess knowledge of state and local government laws related to County revenues.
- Must have proficient knowledge of Microsoft Office including Word, Excel, Access, and Outlook.
- Have proficient knowledge and understanding of our primary accounting and tax/utility billing software applications (New World, Munis and Docuware) preferred.
- Ability to prioritize and multitask.
- Ability to apply acquired knowledge to increasingly varied and complex tasks.
- Have above-average oral, written and interpersonal communication skills necessary to perform essential job duties and work harmoniously with coworkers, officials and other government agencies using tact and discretion, exercise initiative, resourcefulness, professionalism, and sound judgment.
- Ability to communicate effectively in writing and verbally with coworkers, officials, and the general public.
- Ability to perform work correctly, accurately, and consistently.
- Ability to compose confidential and non-confidential correspondence and maintain confidentiality.
- Ability to follow verbal and written instructions and directions; keep records and logs; complete written forms accurately.
- Ability to apply acquired knowledge to increasingly varied and complex tasks.
- Ability to meet deadlines timely.
- Ability to prepare reports and analyze data as required.
- Must have a team-oriented work ethic and ability to collaborate.

**SAFETY ANALYSIS:**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)*

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. No known significant hazard risk.