



GENESEE COUNTY
— M I C H I G A N —

TAX FORECLOSURE OUTREACH SPECIALIST

POSITION CLASS:

AFSCME Local 496.01

HIRING AUTHORITY:

Treasurer's Office

JOB SUMMARY:

Performs paraprofessional duties for the Treasurer's Office involving property foreclosures, case maintenance and public educational activities; works under the supervision of the Deputy Treasurer; performs related duties as required.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

- Responsible for the foreclosure prevention process including providing counseling and referral services to participants.
- Files and maintains bankruptcy documentation.
- Prepares written communications to governing bodies, departments, residents, etc.
- Organizes and delivers tax foreclosure process presentations.
- Coordinates educational activities on the delinquent tax system and foreclosure prevention program.
- Maintains program records and case files.
- Collects and tracks participant data.
- Performs follow-up on individual cases.
- Responsible for ensuring forfeiture and foreclosure documents recorded with Register of Deeds office.
- Ensures proper documentation recorded with Courts related to Public Act 123.
- Directs delinquent tax contractors used for site inspections and title records.
- Audits any documents generated for compliance with property tax statutes.
- Researches possible programs available to assist delinquent taxpayers.
- Performs varied duties connected with Public Act 123.
- Gathers data for FOIA responses associated with tax foreclosures.
- Acts as a Notary.
- Updates website.

The above statement of Essential Job Duties and Functions is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Public Act 123.
- Knowledge of the HOPE (Home Owners Property tax Exemption) program
- Ability to work with low income and diverse social, cultural and ethnic populations.
- Ability to develop and maintain positive working relations with attorneys.
- Ability to utilize critical thinking in the course of duties.
- Working knowledge of Microsoft suite.
- Ability to understand and follow complex oral and written instructions.
- Possess strong organizational skills.
- Ability to communicate effectively in both oral and written form.
- Ability to attend work regularly and work under stressful conditions
- Ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

MINIMUM QUALIFICATIONS:

Six (6) years of experience in a County Treasurer's Office **–AND–** Public Act 123 tax law experience.

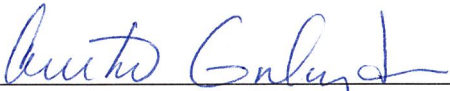
-OR-

Four (4) years of experience in a County Treasurer's Office **–AND–** 30 semester hours from an accredited college **–AND–** Public Act 123 tax law experience.



PHYSICAL REQUIREMENTS:

- Must be able to perform Essential Job Duties and Functions with or without reasonable accommodations.


Human Resources Director

Established: December 8, 2011
Revised: April 27, 2020
Revised: April 28, 2025
Revised: October, 2025

