

NEW CASTLE COUNTY GOVERNMENT

Number 0251

CLASS SPECIFICATION

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Date 11/30/10

Title: REAL ESTATE COORDINATOR

Approved:



GENERAL STATEMENT OF DUTIES: Performs professional accounting and administrative work within the Office of the Sheriff; supervises support personnel within the real estate and goods and chattels units; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs professional and responsible supervisory work in the coordination of real estate and goods and chattel Sheriff's sales. Employees in this class maintain complex fiscal records, applying professional accounting principles and methods. Work is performed under the general supervision of the Sheriff, appointed Chief Deputy and Chief Deputy Sheriff. An employee in this position may be required to perform the duties of the Chief Deputy Sheriff during his or her absence.

EXAMPLES OF WORK: (Illustrative only)

- Coordinates Sheriff's real estate sales and auctions of goods and chattel;
- Reviews, maintains and improves specialized systems of accounts for management reports, public consumption and website integration (sale results, revenue projections, county ordinances and standard policies);
- Establishes master records as a basis for internal audit and control functions including revenue reporting, tax collection and deeding and judgment satisfaction;
- Supervises the keeping of general and subsidiary ledgers and supporting accounting controls, the classification of accounts, and the preparation of periodic financial statements;
- Supervises and assigns the work of the real estate and goods and chattel support staff;
- Reconciles bank statements, maintains checkbook, and makes cash deposits;
- Reviews the operating software programs financial records to ensure policy and procedure compliance of financial data entry by office staff;
- Prepares detailed financial statements of all funds and prepares special analysis reports required to determine the efficiency of various operations;
- Prepares a variety of regular and special accounting and budget reports;
- Assists with budget preparation;
- Responsible for accounts payable and accounts receivable;
- Explains the process of Sheriff's real estate sales for mortgage and tax foreclosures to members of the public, judges, attorneys for mortgage companies, banking commissioners and elected officials;
- Reviews deeds, court orders and legal documents in connection with Sheriff's sales;

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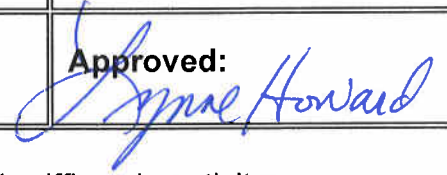
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Title: REAL ESTATE COORDINATOR

Approved:



- Maintains the Sheriff's Office web page for pre- and post-Sheriff's sale activity;
- Coordinates and supervises the activity with outside real estate and goods and chattel vendors;
- Maintains the financial records for all outside real estate and goods and chattel vendors;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Strong knowledge of accounting principles, practices and methods including governmental accounting; strong knowledge of budgetary practices; thorough knowledge of office methods and procedures; ability to prepare complete and accurate reports and statements of a complex nature; ability to supervise the work of subordinates; ability to perform detailed work involving written or numerical data and to make mathematical calculations rapidly and accurately; ability to establish effective working relationships with employees, County officials and the general public; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: At least three (3) years professional accounting experience and possession of a Bachelor's Degree from an accredited college or university with major course work in accounting, finance, business administration or related field; or an equivalent combination of education, experience and training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Ability to pass a Class III County physical examination and background check.

HISTORY OF REVISIONS

Established: 10/07/08

Revised: 11/30/10