

Code: 1136

Title: TREASURER'S LEGAL LIAISON

SUMMARY: This classification supports the Pima County Treasurer and provides assistance to the County Attorney's Office (CAO) in the preparation of legal documents and exhibits for submission to the Courts to respond to lawsuits and/or to initiate needed legal processes for a variety of actions related to the collection of taxes or resolution of tax issues affecting properties, e.g., creation or resolution of liens, changes in ownership or trustees, assignments of Deeds of Trust, resolution of bankruptcies, distribution of excess proceeds and other actions. This classification is distinguished from other clerical and paraprofessional classifications by the requirement to research property and tax records to identify, analyze and summarize pertinent information for preparing documents and exhibits for submission to the Courts, and requires technical knowledge of County and State tax, property and real estate laws, rules, regulations, Federal bankruptcy processes and their associated legal standards.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Reviews case files and related documentation for needed information required to initiate required legal actions or to respond to lawsuits filed against the Treasurer's Office;

Reviews, researches and analyzes case documentation and develops recommendations for case administration;

Determines appropriate form and content of legal documentation and exhibits to meet Court requirements for needed actions;

Provides liaison between the County Attorney's Office (CAO) attorneys and legal support staff and the Treasurer to assure that materials submitted meet required Courts and other standards;

Following Court hearings and actions, assures that all affected parties are advised of the outcome of the action(s);

Conducts research in County Assessor and Treasurer files and databases to validate identification and legal description of affected properties, ownership, lien status and related information;

Creates and maintains comprehensive case files and related documentation, in both manual and automated systems;

Assures case files and related documentation are correctly archived or otherwise disposed of, per law, rule or regulation;

Responds to queries from the public and other agencies relative to the function and operation of the Treasurer's office or refers them to appropriate staff for response;

May lead other staff in the research needed for preparation of complex case files and legal documentation.

KNOWLEDGE & SKILLS:

Knowledge of:

- legal terminology relevant to assigned work;
- relevant Treasurer, County and State regulations, statutes, processes and procedures for the assessment and collection of taxes;
- Federal bankruptcy processes and procedures;
- Treasurer's office functions and relevant State requirements;
- content and location of tax and property manual and computer-based records required in performance of assigned duties;
- Courts processes and procedures relative to assigned work;
- applications of automated/computer-based resources to facilitate assigned work;

- legal standards and processes for preparation and submission of legal documentation and exhibits to the County Attorney and Courts.

Skill in:

- creation and maintenance of comprehensive case files in manual and computer-based systems;
- creation of legally sufficient documentation and related exhibits for submission to the Courts;
- prioritizing assigned work to meet legal standards and time-lines;
- applying technical knowledge of relevant Treasurer, County, State and federal laws, rules and regulations to assigned work;
- interpreting legal documents, legal property descriptions and related materials to facilitate assigned work;
- researching, preparing and submitting routine, recurring and special reports and correspondence;
- use of computer-based resources to facilitate assigned work;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

One year of experience in the preparation of legal documents and exhibits affecting property titles, in a title insurance, real estate sales and leasing, property management or public sector Tax Assessor or Treasurer setting.

[Certification as a Legal Assistant, Paralegal or Legal Secretary, or graduation from an accredited college, university or vocational/technical school with a major in Law may substitute for the required experience.]

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment, or prior to completion of initial/promotional probation.

Special Notice Items: Some positions may require completion of a satisfactory personal background investigation by the courts or law enforcement agencies, due to the need for access to County Attorney and Courts facilities, records and communications systems.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.