



JOB VACANCY POSTING NOTICE

Job ID: 524355
Business Title: Project Support Intern
Proposed Salary Range: \$15.00 - \$17.50
Division/Work Unit: Treasury & Payment Services/Land Records
Work Location: 66 John Street, New York, NY 10038
(Current location but could be subject to change)
Career Level: Student
Civil Service Title: Summer College Intern **Level:** N/A

NYC Department of Finance (DOF) is responsible for administering the tax revenue laws of the city fairly, efficiently, and transparently to instill public confidence and encourage compliance while providing exceptional customer service.

Division Description:

The Treasury and Payment Services Division of the Department of Finance has over 500 staff and oversees the agency's management of City cash balances and relationships with banking institutions, oversight of all city payment websites, document and payment processing of tax returns, property recording forms, parking ticket operations, and collection of delinquent accounts. Treasury and Payment Services is responsible for collecting outstanding violations issued by the Sanitation and Buildings Departments and other City agencies that have been adjudicated by the Environmental Control Board (ECB).

Job Description:

The Division of Land Records is seeking to hire a responsible individual to work on a special project to reconcile unprocessed revenue received by the division. The candidate will be responsible for reaching out to property owners and request the resubmission of documents to reduce the un-reconciled revenue. The candidate must have effective written and oral communication skills, strong analytical skills, self - motivated, and the ability to work independently with minimal supervision. Must have knowledge in the various computer applications such as Excel and Microsoft Word.

The candidate responsibilities include, but not limited to:

- Create a mail data base for all un-submitted documents and developing a tracking system to track responses from correspondence sent out to customers.
- Use the established guidelines and metrics of the Division of Land Records to research un-submitted documents and reach out to the customers to request the resubmission of documents from the last two years.
- Report all findings to the Assistant Commissioner of the Division of Land Records on a weekly basis.
- Work closely with the examining supervisor to ensure all documents retrieved are in recordable order in accordance with the Real Property Law.
- Interact with customers via telephone and/or mail on a regular basis to retrieve un-submitted documents.
- Work closely with senior staff to create reports for the special project.

Minimum Qualification Requirements:

As of June, of the Program year the prospective interne must be a student matriculated in a college or be a recent college graduate (winter/spring term of the Program year).

NOTE: Appointment to this title is only valid for the duration of the Program, June - August each year.

Additional Information:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

The student will be asked to sign a Tax Secrecy agreement and should understand the rules that prevent nondisclosure of Department of Finance information.

Residency Requirement:

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply:

Click the "**Link Below**" to be directed to nyc.gov/jobs and be able to submit your resume/cover letter.

<https://a127->

[jobs.nyc.gov/psc/nycjobs/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U](https://a127-jobs.nyc.gov/psc/nycjobs/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U)

IMPORTANT: Type in the Job ID # in the box in and make sure to select "**Finance**" on the Agency drop-down list to access the position to apply.

While we appreciate every applicant's interest, only those under consideration will be contacted.

Posting Date: 03/23/2022

Post Until: 04/02/2022

The City of New York is an Equal Opportunity Employer