



Sales Transaction Specialist I

The Genesee County Land Bank Authority (GCLBA) seeks to hire a full-time Sales Transaction Specialist I to join our team selling properties in Genesee County that have gone through the tax foreclosure process. The position works primarily independently reviewing applications and bids to make recommendations to the sales review team based on set criteria and policy.

The Genesee County Land Bank Authority is a government body formed in 2004 to take advantage of state legislative changes granting communities with access to tools to return tax foreclosed properties to productive re-use. The Land Bank works closely with community partners to demolish blighted dangerous structures, clean and green vacant lots, renovate structures as funds are available, and sell properties.

For additional information about the Genesee County Land Bank please go to: www.thelandbank.org.

RESPONSIBILITIES:

The Sales Transaction Specialist I will work under the direction of the Sales and Development Manager to assist in the sale of tax foreclosed properties transferred to the Genesee County Land Bank. This position will work with internal departments as well as local municipalities to understand the status of the property and will work with external customers interested in purchasing the property.

Duties Include:

- Processing and evaluating multiple applications and bids on properties for sale.
- Communicating with customers regarding the process and status of bids and applications.
- Communicating and working with county and local units of government on resolving issues pertaining to properties.
- Scheduling appointments with customers to view properties of interest.
- Entering and updating data into databases.
- Verifying and confirming data from multiple different sources.
- Evaluating applicant eligibility for purchase.
- Working with Title Companies and Real Estates Agents.
- Ensuring policies and sales criteria have been met.
- Making recommendations to the sales review team regarding sales.
- Preparing reports for use by management.
- Assisting with general support to staff.

REQUIREMENTS:

- A. Customer service must be a priority.
- B. Exceptional attention to detail is a must.
- C. Demonstrated capacity to work well with diverse populations.
- D. Excellent communication skills; both verbal and written.
- E. Strong aptitude to learn and adapt to technology.
- F. High Proficiency in modern computer software including database and spreadsheet software, preferably Microsoft Word, Excel, and Access.
- G. Excellent organizational skills and the ability to work on multiple files concurrently.
- H. Knowledge of federal requirements for MSHDA, Housing and Urban Development (HUD) grants, including NSP, and/or CDBG regulations is a plus.
- I. Applicants may be tested for proficiency with Microsoft Office Suite software, especially Excel.
- J. Excellent work attendance is a necessity.
- K. Good use of discretion and care to keep personal and private information confidential.
- L. Knowledge of State, County, and local government taxing methods and procedures is highly preferred.
- M. Knowledge of real estate transfer, deed preparation, and title work methods and procedures is also highly preferred.
- N. At least a Bachelor's Degree in business, marketing, economic development, or a similar field with at least two (2) years of work experience is required. Preferred work experience includes:
 - a. Real Estate
 - b. Housing and/or economic development
 - c. State or local governmental
- O. In lieu of a Bachelor's Degree, the following may be considered:
 - a. At minimum, a High School Diploma with some college and at least four (4) years of work experience in a Register of Deeds, Treasurers Office, Real Estate Office, Title Company, or a Land Bank. Specific experience working at other institutions may be considered.

III. DESIRED CHARACTERISTICS:

- A. Ability to multitask, to prioritize workload; to prepare reports; to develop, evaluate, and interpret grant requirements, and agency policies and procedures.
- B. Ability to interact professionally in a personable manner with agency staff, customers, as well as, individuals at all levels of government.
- C. Be comfortable in a supporting role and able to handle tight deadlines and tasks with efficiency and tenacity.
- D. Willing to perform data entry and file management tasks.
- E. Work at a high level of intensity.
- F. Relish in evaluating checklists and required documentation quickly to ensure compliance with

policies and criteria.

- G. Strong communication, analytical, and problem solving skills.
- H. Ability to work as a team and complete a range of tasks to achieve sales goals within defined timeframes.
- I. Perform other relevant duties and special projects as requested.

IV. COMPENSATION:

\$31,622 annually 1st year, plus benefits

\$33,378 annually 2nd year, plus benefits

\$35,135 annually 3rd year, plus benefits

V. CONTACT:

Please send resume and cover letter by January 11, 2019 at 4:00 pm EST

By Mail:

Dawn Everett
Sales and Development Manager
Genesee County Land Bank Authority
452 S. Saginaw Street, Second Floor
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By e-mail:

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Attn: Sales Transaction Specialist I Position

EOE STATEMENT: We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.