



Texas Department of Housing & Community Affairs
221 E. 11th Street, Suite 106
Austin, TX 78701
(512) 475-3800
Internet: www.tdhca.state.tx.us

Employment Announcement

Tax Lien Analyst in the Manufactured Housing Federal Standards Division

Job Posting Number: 18-050	State Classification: Administrative Assistant IV/0156
Division: Federal Standards	State Pay Grade: A15
Department: Manufactured Housing	Posting Date: June 27, 2018
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$ 2,800 - \$3,000 mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

The Tax Lien Analyst performs independent, responsible administrative functions involving complex analytical review, preserving, filing, recording and/or releasing tax liens filed by taxing entities and tax collectors. The Tax Lien Analyst assists in producing and mailing annual statutory notices and/or reports to county tax entities. The Tax Lien Analyst resolves complex tax lien issues, ensures filing deadlines are met, responsible for maintaining and providing statistical data on a monthly basis and assist with providing training to other staff assisting with preserving, filing, recording and/or releasing tax liens. Acts as back up for all program areas as needed, primarily assisting the mailroom on a regular basis. Performs data and archival research and updates as needed. Interprets statutes and rules and distributes this information along with tax lien filing information via telephone, written correspondence and facsimile request when appropriate. Work is performed within established policies and guidelines with limited latitude for exercising initiative and independent judgment. The Program Analyst will perform other duties as assigned and required to maintain agency and division operations.

SPECIFIC JOB FUNCTIONS

- Primary focus and responsibility is to review tax liens and releases to ensure that they contain the information necessary and data enter into system.
- Performs data entry to record tax liens filed with a focus on rejecting as few as possible.



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- Thoroughly researches ownership and home history as necessary to file tax liens that cannot be matched with a title record based on the information provided by the tax office. Researches computer files, hard copy files, and scanned documents to verify information for all tax liens that cannot be matched with a title records.
- May assist or back up other program areas.
- Promote team work with an emphasis on productivity.
- Assist in producing and mailing the annual statutory reports and notices of lien preservation to taxing entities.
- Provides customer service to taxing entities, appraisal districts, manufactured housing industry, lenders, and to the general public regarding tax lien filings and releases.
- Maintain and provide statistical data.
- May assist with research, filing and photocopying documents associated with archival of records and/or an open records request.
- May assist with archival research and data.
- Represents the Department in such a way to instill public confidence and trust.
- Interacts with staff, industry and public in a positive and professional manner
- Responsible for becoming fully knowledgeable of the Department's Fraud, Waste and Abuse Prevention and Detection Program and it's effect on their individual program areas including performing risk assessments of their program area's significant business processes and identifying and communicating control processes and steps to mitigate unacceptable risk.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from a standard senior high school or equivalent is required plus 1 years of college. One year of appropriate experience may be substituted for one year of college on a year for year basis. Should have experience in office and computer technology- Microsoft Word, Windows, and Excel. Bilingual preferred.

OTHER FACTORS

Knowledge, Skills, and Abilities:

- Ability to complete a high volume of data entry per day, within established workload goals.
- General knowledge of administrative rules, policies and procedures.
- Considerable knowledge of acceptable office practices and administrative procedures.



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- Ability to interpret and explain Department policies and procedures.
- Ability to establish and maintain courteous and effective working relationships.
- Ability to provide friendly, caring service to customers.
- Ability to handle multiple priorities and organize efficiently.
- Excellent writing skills.
- Highly skilled alphanumeric filing.
- Must be able to accurately type 45 words a minute.

PHYSICAL REQUIREMENTS:

- Ability to lift boxes weighing approximately 15-20 lbs.

OTHER:

Military Crosswalk information can be accessed at: [Military Crosswalk](#)

Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must be willing to work overtime if necessary which may include nights and weekends. Must attend work regularly and adhere to approved work.

TO APPLY

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at www.WorkInTexas.com.

The State of Texas Application for Employment and other qualifying documentations must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

Resumes will not be accepted in lieu of your online application.

ADDITIONAL INFORMATION

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.
- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.

Thank you for considering employment at the Texas Department of Housing and Community Affairs. We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.



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Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement.

The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded.

The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.