

BOARD OF COMMISSIONERS
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COUNTY MANAGER
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101 South Broad Street
Brevard, NC 28712

March 26, 2019

**POSITION VACANCY
ANNOUNCEMENT**

CLASSIFICATION: Tax Assessment Specialist
SALARY GRADE: Grade 9 (\$28,173.60 – 35,217.00)
DEPARTMENT: Tax Administration Department

Duties & Responsibilities: Provides support work assisting citizens with all Tax Assessment, Collection and Revaluation needs. Prepares and maintains tax payer records, bills, abstracts, reports and files. Responsible for tax collections, maintaining taxpayer records, tax reports, correspondence, receptionist duties, public contact and maintaining accurate reports and records for the Tax Administrator's Office.

Minimum Education and Experience: High School diploma supplemented by business or accounting courses and some experience in accounting or clerical duties working with the public; or an equivalent combination of education and experience. Computer skills including experience with Microsoft Office and Excel required. Must be able to communicate effectively in written and verbal forms.

Application Deadline: April 12, 2019

Application Process: Submit a state application PD107 to the NC Works/ Joblink Career Center at, 45 Oak Park Drive, Brevard, NC 28712. Internal applicants submit an internal application to the Human Resources Office. EOE.