COUNTY OF STANLY
HUMAN RESOURCE OFFICE
1000 NORTH FIRST STREET, SUITE 10A
ALBEMARLE, NORTH CAROLINA
28001

JOB ANNOUNCEMENT

POSITION: Administrative Support Specialist II

LOCATION: Tax Office
201 South Second Street
Albemarle, NC 28001

SALARY: $26,712

HOURS: 37.5 hours per week

JOB SPECIFICATIONS: Performs a variety of advanced administrative duties within the Tax Administration Office. Must be able to work independently and exercise sound judgment to complete special assignments. Requires strong organizational and communication skills. Tact and courtesy are essential. Duties include but are not limited to assisting with billing, data entry listing, answering the phone, and working with the public to answer questions about property valuations and tax bills. Additional duties include collecting fees and providing administrative support as deemed necessary. Knowledge of OneTax software is a plus

MINIMUM QUALIFICATIONS: Graduation from a business or community college supplemented by experience in administrative work or general knowledge of tax office procedures and related functions; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS: All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to employment

RECRUITMENT PERIOD: April 26th, 2016 thru, May 6th, 2016

APPLICATION PROCESS: Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at the Stanly County Workforce Center, 2215 US Hwy 52 North, Albemarle, NC 28001. (704) 982-2183

Stanly County is an Equal Opportunity Employer