STANLY COUNTY
NORTH CAROLINA
Water. Air. Land. Success.

JOB ANNOUNCEMENT

POSITION: Property Appraisal Specialist

LOCATION: County of Stanly Tax Administration
201 South 2nd Street
Albemarle, NC 28001

SALARY: $34,640 or DOQ

HOURS: Monday - Friday 8:30 a.m. - 5:00 p.m

SPECIFICATION: Duties include maintaining a variety of records regarding property development and improvement, property transfers, and other data necessary to establish real estate values. Work includes preparing for our revaluations which take place every four years. Work also includes keying all pertinent information into OneTax, logging and filing permits, maintaining the routing numbers on parcels and printing property cards for the appraisers to take into the field. Work also involves setting up leased land records and subdivision records in the county to ensure routing numbers and tax values are assigned. Duties also include all aspects of customer service and providing solutions as needed. Assists with pre-billing testing of real property files, processes refunds and corrections from billing, maintains a file of structures that have been burned or torn down, works closely with the GIS Department to keep land transfers current, works with EMS/911 to maintain physical addresses in the tax system, and prepares the minutes and the appeal notebooks for the Board of Equalization and Review.

DESIRABLE EDUCATION AND EXPERIENCE: Any combination of education and experience equivalent to a high school diploma and work experience sufficient to meet the necessary knowledge, skills, and abilities.

RECRUITMENT PERIOD: July 11, 2019 through 4:30 p.m. August 5, 2019

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 NC Works Career Center, 994 N First Street, Albemarle, NC 28001. (704) 982-2183. Applications are available on the Stanly County website or at NC Works. Applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.

Stanly County is an Equal Opportunity Employer.

P| 704.986.3605
F| 704.986.3841

www.stanlycountync.gov
Human Resources
1000 N. First Street, Suite 10A, Albemarle, NC 28001