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JOB ANNOUNCEMENT

POSITION: Tax Customer Service Representative

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

SALARY: \$29,175 or DOQ

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

JOB SPECIFICATIONS: An employee in this class collects payments for taxes, calculates and notifies property owners of taxes owed, enters tax payments into computerized data base; and prepares a variety of financial and tax related records. Accuracy is required in making calculations, in handling money, and in entering data into the computer. Some independent judgment and initiative must be exercised within limits of prescribed policies. Ability to deal tactfully and courteously with the public is essential. Duties also include collecting current and delinquent taxes; figuring discounts, penalties, and interest; preparing and issuing receipts. Processes tax payments received by mail; mails receipts and notifies taxpayer by mail or phone of discrepancies. Balances collection with records daily. Compares employee lists against delinquent files for garnishment purposes. Assists lawyers, real estate agents, and others in searching tax records, and other documents. Makes payment adjustments for releases and refunds. Collects GAP vehicle taxes and delinquent fees. Prepares and mails delinquent notices for real property taxes and GAP vehicle taxes. Prepares and makes bank deposits.

EDUCATION AND EXPERIENCE: Graduation from high school and considerable work experience in handling money such as cashiering or accounting and working with the public; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS: Possession of a valid North Carolina's driver's license. Applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.

RECRUITMENT PERIOD: November 17, 2021 through December 8, 2021

APPLICATION PROCESS: All applicants must apply through the NEO GOV website at <https://www.governmentjobs.com/careers/StanlyCounty> or the NC Works Career Center, 994 N First Street, Albemarle, NC 28001. (704) 982-2183.

Stanly County is an Equal Opportunity Employer

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www.stanlycountync.gov

Human Resources

1000 N. First Street, Suite 10A, Albemarle, NC 28001