

JOB VACANCY ANNOUNCEMENT

POSITION: Tax Assistant II

DEPARTMENT: Duplin County Tax Administration

SALARY: Grade 61 Starting Salary- \$12,2601 Hourly / \$25,501 Annually

OPENING DATE: September 12, 2017 Closing Date: 09/26/17
5:00 P. M.

APPLY AT: Duplin County Personnel Office
County Administration Building - 224 Seminary Street
Kenansville, NC 28349
910/296-2174 "Equal Opportunity Employer"

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of this position is to collect taxes, list and transfer property for tax purposes, and to assist taxpayers and the general public with questions and inquiries concerning information kept on record in the Tax Office. Considerable tact and courtesy must be exercised in dealing with the public on tax related issues. Work is performed under general and direct supervision; however, the employee is often assigned to work independently on a specific tax function under limited supervision.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Collect taxes on motor vehicles and property, balancing cash drawers daily. Collects delinquent taxes using forced collection procedures (garnishment of wages, attachment of bank accounts, attachment of rents and contract payments, levying of property and foreclosure of real property).

Negotiate payment arrangements with delinquent taxpayers.

Issue mobile home moving permits.

Record property transfers via deeds and wills.

Answer the telephone and provide information; assists the public in searching tax records and in obtaining information from tax records.

Maintains accurate tax records on collection, delinquencies, vehicles, business personal property, and real property.

Attends to the general public and answers questions in person and by telephone, furnishing information regarding departmental operations and answers questions on programs, procedures and regulations; responds to complaints and irate taxpayers.

Performs 10 year tax search of parcels being transferred to verify no delinquent taxes that constitute a lien on the parcel are due.

Maintains and keeps current the "Sales Ratio Study" as required by the NC Department of Revenue.

Maintains a current and accurate roster of taxpayers qualifying and receiving the Elderly/Disabled Homestead Exemption

Maintains current and accurate roster of taxpayers qualifying for the Solid Waste Private Hauler discount.

ADDITIONAL JOB FUNCTIONS

Adds and balances the tax books; files new tax cards; prints tax cards.

Receives and distributes mail; opens and closes vault.

Issue Schedule B Licenses.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by vocational/technical training in bookkeeping or secretarial science; supplemented by one (1) to two (2) years previous experience and/or training involving tax listing, collection and records maintenance; or an equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

Possession of a valid North Carolina driver's license is required. In accordance with the county's drug free workplace policy, employees will be subject to pre-employment and random drug screening.