

POSTITION AVAILABLE

Assistant Tax Collector

The Alleghany County Tax Office is currently accepting applications for an Assistant Tax Collector. This position performs administrative and technical duties in support of tax collections, motor vehicle valuation, exemption, NC Debt Set Off and other tax programs. Duties include assessing the value of licensed motor vehicles, correcting situs errors and ensuring the State tax billing records are accurate; accepting payments for real, personal property taxes and residential solid waste fees; issuing landfill stickers; providing receipts; posting transactions to appropriate accounts; balancing and/or verifying balancing of cash drawers daily and preparing bank deposits; administering the elderly, disabled and disabled veteran tax exemption programs. The NC Debt Set Off program for collecting delinquent tax is processed by this employee. The employee provides considerable assistance to the public and prepares and maintains a variety of financial and tax related records. A complete job description is available upon request.

Education & Experience: Graduation from high school and experience working in a public collection, cashiering, bank teller or related role; or an equivalent combination of education and experience. Person hired will be required to take certain courses relating to NC Tax Assessing and Collection Laws. Successful candidate will be subject to pre-employment drug testing, criminal background check and DMV driving record check.

Starting salary is \$37,184 with permanent status after successful completion of a six-month probationary period. Full time benefits include county provided health, basic vision, and life insurance; holiday, sick and vacation pay plus retirement participation in the NC Local Government Retirement System.

Applications are available in the Alleghany County Finance/Human Resources Office located at 348 South Main Street, LL60 and LL70, Sparta, North Carolina 28675, or online at www.alleghanycounty-nc.gov. Position is open until filled. Alleghany County is an EOE.