



Madison County Vacancy Announcement

Business/ Personal Property Appraiser Tax Department

Position Summary:

An employee in this class is responsible for appraising business and personal property at market value. Work involves auditing business listings, researching and gathering information to render an accurate judgment, preparing releases and discoveries, resolving motor vehicle tax problems and preparing related appraisal and listing problems. Review and handling public inquiries that come to the office encompass a significant portion of time. Independent initiative and judgment are required. Tact and diplomacy are required in working with property owners and their representatives. Work is performed under the supervision of the Appraiser Supervisor.

This position is non-exempt under the Fair Labor Standards Act.

Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <https://www.madisoncountync.gov/employment-opportunities.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753. Applications may also be submitted via email to hr@madisoncountync.gov.

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- Ensures correctness of business abstracts and forwards to staff for data entry.
- Assists in printing, mailing and processing listing forms.
- Determines appraisal data required to establish taxable value of business and personal property.
- Researches and gathers information to render an accurate judgment in valuing businesses, tractor trailers and trailers.
- Audits State Income Tax returns and Business Listings to prior year to ensure proper listing procedures and identify inconsistencies.
- Calculates costs and distribution depreciation schedules.
- Approves extensions for business taxpayers within established time frames.
- Prepares releases of corrected values; changes town or fire districts information; forwards to staff for data entry.
- Calculates discovery bills for property, enters information into the computer and generates bills.
- Processes motor vehicle certifications supplied to the County by the NC Department of Revenue.
- Prepares a variety of monthly, quarterly, and year-end reports such as leased equipment.
- Handles and processes public inquiries about a variety of tax assessment and related information.
- Resolves variety of business and personal property and motor vehicle problems for taxpayers regarding billing and listing.

- Assists with collecting taxes and listing of property over the counter in peak times.

Additional Job Duties

- Performs related duties as required.

Education:

Graduation from high school supplemented by courses in Business and Accounting and several years of experience working in listing or assessing taxes, or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

- Considerable knowledge of principles, practices, and methods used in business and personal property appraisal work.
- Considerable knowledge of listing procedures and related NC Machinery Act laws and regulations.
- Working knowledge of the overall methods and procedures of the tax appraisal functions, activities and operations and of the organization and functions of County government.
- Ability to supervise staff in the listing and data entry process of business and personal property listing.
- Ability to research and compare tax data to ensure proper reporting procedures are followed.
- Ability to communicate effectively in oral and written forms.
- Ability to deal courteously, tactfully and firmly with the general public.
- Ability to develop and maintain effective working relationships with employees, taxpayers, and supervisors.
- Ability to interpret and explain policies, processes, and procedures.
- Ability to make accurate computations with or without a calculator.

Physical Requirements:

- Must be able to perform the basic life operational skills of climbing, balancing, stooping, crouching, reaching, standing, walking, grasping, talking, hearing, and repetitive motions.
- Must be able to perform light work, exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently; and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, to perform accounting tasks, to operate a computer terminal, to visually inspect building sites, and to use measurement devices.

Requirements:

Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is subject to health and safety sensitive drug screens. Must possess a valid North Carolina Driver's License.

Ability to complete tax listing training offered by the Institute of Government and the Business Personnel Property School taught by the Department of Revenue.

Must have or obtain Certification by the State of North Carolina as a County Real Property Appraiser.

Salary: \$32,960. This position comes with a benefits package including: paid health insurance; dental, eye and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays.