



Madison County Government Vacancy Announcement

Madison County Tax Department Property Tax Program Specialist

Position Summary:

Performs a variety of technical, administrative, clerical, research, processing and public contact work in the Madison County Tax Department and working within a specific program of valuation and listing processes. Performs skilled technical, administrative, and customer service work to manage specialized county tax programs, such as real property transfers, tax exemptions, and delinquent collections. Addresses inquiries from the general public, enters information into program-specific databases and proofs for accuracy; maintains program files. Backs up other programs as needed in tasks such as processing mail and collecting payments.

An Employee in this position performs a variety of specialized and technical duties in support of specialized Tax Department functions. Employees have responsibility for oversight of a particular portion of the Tax Departments' billing and listing processes, while assisting in the work of other divisions when needed. Work is characterized by the variety and complexity of duties performed. Employees are expected to perform at the fully trained professional level requiring knowledge of their particular programmatic area, and to have general knowledge of the full tax process. Work is performed using specialized accounting, work processing and database software. Independent judgement must be carried out when applying laws, policies and procedures for managing specialized billing and listing processes. Considerable tact and courtesy must be exercised in dealing with the public on tax inquiries in such specialized areas. Accuracy is required in making calculations and in entering data into the computer systems. Work is performed under general and direct supervision; however, the employee is often assigned to work independently on specific tax functions under limited supervision of the Tax Administrator.

To obtain an application, visit <http://www.madisoncountync.org/employment.html>

Applications can be submitted to the Madison County Human Resources Department,
HR@madisoncountync.gov

Applications can also be mailed to the Madison County Human Resources Department, PO Box 579,
Marshall, NC 28753

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

Madison County Government is an Equal Opportunity Employer.

Core Responsibilities:

- Property Listing & Valuation: Assesses business and personal property values, discovers unlisted property, and applies standard depreciation schedules.
- Record maintenance: Processes real property transfers, researches deeds and wills, and updates land records and GIS databases for ownership changes.
- Tax Relief Programs: Reviews and qualifies applications for specific tax relief programs as needed.
- Public Service: Assists taxpayers with billing inquiries and prepares paperwork to support staff as needed.
- Determines the physical location to establish proper tax situs; enters listing information into files for business or personal property appraisal to establish data for tax bills.
- Prepares a variety of reports for Business/Personal Property Assessor or Supervisor; provides staff support to Assessors in listing and billing processes.
- Applies values to property using established schedules of value and depreciation.
- Uses tax software to obtain and enter assessed tax value.
- Compiles data for reports such as old versus new values.
- Conducts audit check before statements are sent out to the public.
- Assists in other divisions and assignments as needed.
- Prepares paperwork to support staff in appearances before Board or Property Tax Commission.

Education & Experience:

Graduation from High School and several years' experience in clerical or financial work, preferably in tax-related or accounting field; or associate's degree in accounting, Business, or related field; or an equivalent combination of experience and training. Experience in clerical/accounting work preferably involving public works and public contact. Experience in tax related work preferred.

Knowledge, Skills, and Abilities:

- Considerable knowledge of the NC Machinery Act and County tax policies concerning the area to which is assigned in specialized listing and billing.
- Ability to read and understand business tax listings and accounting detail attachments.
- Considerable knowledge of modern office practices and procedures and computer databases and word processing and spreadsheet programs used in the preparation of records.
- Ability to deal courteously and tactfully with the general public in explaining tax laws and policies.
- Ability to maintain accurate records and reports and compute figures rapidly and accurately.

Physical Requirements:

Must be able to physically perform the basic life operational functions of kneeling, crouching, reaching, standing, walking, and repetitive motions. Must be able to perform light work exerting up to 20 pounds of force and/or a negligible amount of force frequently to move objects. The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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 random drug testing. Must possess a valid North Carolina Driver's License.

Salary:

\$43,680.00 - \$45,760.00 annually. This position comes with a benefits package including employee paid health insurance after 60 days of employment. Optional supplemental plans such as dental, vision, and disability are also available. Paid sick, vacation, and holiday leave are available following 90 days of employment.

