



# Madison County Vacancy Announcement

## Tax Clerk Office of Tax Assessor

### Position Summary:

An employee in this class performs a variety of advanced clerical duties in support of County property tax collections and assessment. Independent judgment must be exercised in applying North Carolina property tax laws, policies and procedures to specific situations. Considerable tact and courtesy must be exercised in dealing with the public on tax related issues. Work is performed under general supervision of the Tax Administrator. Attention to detail and problem-solving skills are of significant importance in this position.

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](mailto:hr@madisoncountync.gov).

Madison County Government is an Equal Opportunity Employer.

### Essential Functions:

- Enters real estate data into the computer system from land transfers and completed field appraisal work for new construction and renovations to existing buildings.
- Creates new parcels and property record cards for land transfers as needed.
- Completes computer sketches of buildings for use with the CAMA system.
- Assigns appropriate disposal fees to taxpayer accounts for billing purposes.
- Codes taxpayer accounts to be billed to mortgage companies.
- Reviews applications for land use programs and determines eligibility.
- Enters values into computer system.
- Audits programs to ensure properties in land use continue to meet eligibility requirements.
- Prepares deferred tax bills for properties that are removed from the land use program.
- Processes releases, refunds, and discovery bills as necessary and prepares monthly report for approval from the Board of Commissioners.
- Works with the State Vehicle Tax System to edit and correct situs.
- Prepares purchase orders and codes invoices for payment.
- Assists the public, both in person and by telephone regarding property, location, ownership, values, and other tax information.

### Education:

Graduation from High School or equivalency. Experience in clerical/accounting work preferably involving public contact.

### Knowledge, Skills, and Abilities:

- Attention to detail, problem-solving, and critical thinking skills are essential.
- General knowledge of modern office practices and of forms and machines used in the preparation of tax office records using Microsoft Office applications, tax office software, and document management software.
- Ability to deal tactfully and courteously with the general public in explaining tax laws and policies.
- Ability to work with taxpayer records with utmost confidentiality as governed by the Machinery Act and Public Records Law as well as established Tax Department confidentiality policy.

### **Physical Requirements:**

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. Additional physical requirements:

- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body.
- Ability to stand for long periods of time during peak seasons and busy times.
- Sedentary work involves sitting most of the time, during non-peak seasons. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### **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. Must attend classes and pass examinations as required by NC Department of Revenue in order to obtain certification in property appraisal.

### **Salary:**

\$30,000.00 to \$32,000.00. 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.