



Madison County Vacancy Announcement

Tax Administrator Tax Department

Position Summary:

Madison County is currently recruiting for the position of Tax Administrator. The Tax Administrator is an appointed position by the Board of Commissioners and serves the dual roles of County Tax Assessor and County Tax Collector. An employee in this classification plans, organizes, assigns, and directs the work of a staff responsible for appraising all real and personal property in the county, annual tax listing, maintenance of property tax records, collecting taxes, handling value appeals and public contacts on tax assessments. Duties include researching and developing new technologies, procedures, methods, and forms to meet changing needs and to improve departmental efficiency. Work involves developing policies, procedures, and methods for program operations; handling budget and personnel matters; and working with sensitive issues in tax assessment, valuation, revaluation, tax collection, attachment, foreclosure, and garnishment programs. Considerable independent judgment must be exercised in making final decisions regarding contested property values and legal points on tax assessment and collection matters. Work is performed in accordance with state statutes and local ordinances under the general supervision of the Board of County Commissioners. The position also reports to the County Manager for administrative and fiscal matters, and is reviewed through periodic conferences, reports, and an annual audit of all records.

This position is 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:

- Manages a staff of professional and support employees to assure that all required notices, postings, deadlines, and other guidelines are met in the tax appraisal, listing, and collection systems.
- Plans, organizes, and directs the valuation of real and personal property which is subject to taxation by the County and the collection of these taxes levied thereupon.
- Supervises staff responsible for listing and appraising property, preparation of tax scrolls, preparing and mailing of tax bills, handling of appeals, discovering unlisted property, collecting

funds, and handling a variety of records, files, and information; hires, trains, motivates, coaches, and disciplines employees.

- Supervises staff responsible for collections of taxes, including processes such as foreclosure, garnishment of wages, attachment of bank accounts and debt setoff.
- Handles the appraisal/assessment processes, including those which are appealed and are controversial in nature; serves as clerk to the Board of Equalization and Review and coordinates appeals processes.
- Plans and supervises the county wide general reappraisal of property based on required State guidelines.
- Plans and monitors departmental operating budget and authorizes purchases and expenditures from budget; handles personnel issues within the department.
- Explains tax laws, policies and procedures to property owners, attorneys, real estate specialists, and members of the public.
- Researches and makes recommendations for use of automated systems and improved procedures in the tax administration program.
- Reviews NC General Statutes for compliance including the North Carolina Machinery Act, the North Carolina Supreme Court decisions on tax cases; and the North Carolina Attorney General's ruling on ad valorem tax matters; advises and consults with County Attorney on cases involving tax matters; attends conferences and workshops to obtain knowledge relating to tax administration in North Carolina.
- Performs related tasks as required.

Education:

Bachelor's degree in business, economics, public administration, or related field and extensive experience in tax administration including tax collection, property appraisal, real estate, and project/personnel supervisory experience; or equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

- Thorough knowledge of State laws governing the administration of taxes on real and personal property and the collection of taxes.
- Thorough knowledge of accepted practices in assessing real and personal, residential, commercial, and industrial property.
- Thorough knowledge of office practices and procedures and automation systems necessary to operate and administer the County tax system.
- Considerable knowledge of the organization and functions of County government.
- Considerable knowledge of modern supervisory practices, and County personnel, budgeting, and purchasing policies.
- Ability to evaluate and appraise a wide variety of real and personal property.

- Ability to deal courteously and tactfully with the public.
- Ability to establish and maintain an effective relationship with State and County officials, other departments, employees, and members of the public.
- Ability to handle property tax appeals and other sensitive situations in a fair and equitable manner.
- Ability to interpret and explain laws, policies, and procedures relating to listing and assessing property and tax collections.
- Ability to plan, organize, and evaluate the work of employees.
- Ability to organize work and establish priorities to meet guidelines and deadlines of the State.

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:

- Work requires the occasional exertion of 25 pounds of force.
- Work regularly requires walking, sitting, speaking, hearing, using hands to finger, handling, feeling and repetitive motions, frequently requires pushing, pulling and occasionally requires standing, climbing, balancing, stooping, kneeling, crouching, crawling, reaching with hands and arms and lifting.
- Work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts and working in high, precarious places.

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.

Applicant must obtain appropriate certification as set forth by NC General Statute 105-294 Certification from the NC Department of Revenue within two years of employment.

Must possess a valid North Carolina Driver's License.

Salary: \$ 59,000 to \$72,000.00. 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.