

## Revenue Clerk I

Edgecombe County Tax Administration is accepting applications for a full-time Revenue Clerk I. This position performs technical work collecting utility payments, tax bills, liens, assessments, licenses and fees over the counter, by mail and phone. Compiles lists, computes taxes for prepayments, delinquent and current taxes. Researches property ownership records and assist the public, mortgage companies and attorneys. Provides tax certifications and refunds. Processes wage garnishments for delinquent taxes. Processes vehicle renewals and related work as apparent or assigned. Work is performed under the general direction of the Deputy Tax Collector.

Work requires comprehensive knowledge of NC Machinery Act and licensing statutes, procedures and practices. Graduation from high school or GED, with extensive experience in the operation of data entry or computer equipment, and extensive experience involving public contact; or any equivalent combination of education, training and experience which provides the required skills, knowledge and abilities. Possession of Notary Public commission or ability to obtain one within a reasonable amount of time. Applicant will be required to successively complete North Carolina Fundamentals of Property Tax Collection within 1 year of the date of hire and Listing Assessment, and Taxation of Property in NC course must be taken as soon as budget allows. Valid North Carolina driver's license, pre-employment drug testing and background check required. Edgecombe County is an Equal Opportunity Employer.

Starting Salary: \$23,170

Deadline Date for Accepting Applications: August 18, 2017

Submit Edgecombe County application to: Edgecombe County Human Resources, located in the County Manager's Office, or you may mail the application to: Clancie Pullen, HR Director, PO Box 10, Tarboro, NC 27886