

Tax Assistant I

Edgecombe County Tax Administration is accepting applications for a full-time **Tax Assistant I**. This position performs intermediate administrative support work listing taxes, preparing and mailing tax bills, entering data, maintaining records and files, assisting the public and related work as apparent or assigned. Prepares basic map copies, address basic inquiries regarding tax values, appraisal issues, processes PUV applications, obtains permits and listing forms to identify real estate that needs to be appraised and updates basic deed records in the computer system. Assist in the Tax Collections office and the License Plate Agency. Work is performed under the supervision of the Tax Assessor.

High school diploma or GED and considerable experience working with appraisals, a clerical setting, collections, data entry environment or equivalent combination of education and experience. Applicant will be required to successively complete Fundamentals of Listing and Assessing class within 1 year of the date of hire. Must complete the NCPMA Mapping School, Personal Property Appraisal and Assessment and the IAAO 101- Real Property Appraisal within two (2) years of the hire date.

Starting Salary: \$ 24,328

Deadline Date for Accepting Applications: April 11, 2018

Interested candidates must complete and submit an Edgecombe County Application Form. The application may be obtained online at www.edgecombecountync.gov/ or applications are available at the County Manager's Office, 201 St. Andrews Street, Tarboro, NC 27886. Send application to: Edgecombe County Human Resource Department, P. O. Box 10, Tarboro, NC 27886.

Valid North Carolina driver's license, pre-employment drug testing and background check required. Edgecombe County is an Equal Opportunity Employer.