

Tax Assistant I

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, PUV, 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 limited supervision of the Deputy Tax Assessor.

High school diploma or GED and considerable experience working in a clerical setting, collections, data entry environment or equivalent combination of education and experience.

Annual Salary: \$24,328

Closing Date: Open until filled

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

Edgecombe County Government is an Equal Opportunity/Affirmative Action Entity and complies with the requirements of the Americans with Disabilities Act. Drug, E-Verify & Criminal background screenings required.