

**JOB ANNOUNCEMENT**  
**Edgecombe County Government**  
**Deputy Tax Collector**  
**Posted Internal, ESC, County Website**

Edgecombe County Government is seeking a qualified applicant for a Deputy Tax Collector.

Performs difficult technical and administrative work collecting taxes, delinquent taxes, assisting taxpayers, attorneys, realtors and mortgage companies in obtaining taxes due, tax values, deed references, property descriptions, tax amounts and other information. Oversees the delinquent accounts and determines appropriate enforcement procedures including foreclosures. Assist in the County operated NC Division of Motor Vehicle LPA office. Supervises the Tax Collections and LPA staff under the general direction of the Tax Administrator.

**Knowledge, Skills and Ability:**

Must have thorough knowledge of policies, procedures and practices used in appraising commercial, residential, and industrial property for tax purposes. Thorough knowledge of tax listings procedures and forms; thorough knowledge of the North Carolina Machinery Act and county tax policies as applicable to tax listing and assessment. General knowledge of governmental accounting procedures and fiscal management; general skill in operating personal computer equipment and related office and accounting software; ability to read maps and locate properties in the field; ability to keep office records and to prepare accurate reports from file sources. Ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to deal courteously and tactfully with the general public in dealing with complaints and explaining tax laws and policies. Ability to establish and maintain effective working relationships with other department heads, the Board of County Commissioners and the general public

**Education and Experience:**

Requires any combination of education and experience to a bachelor's degree from an accredited college or university and five years of experience in real property appraisal with two years of supervisory experience.

**Annual Salary:** \$35,755

**Closing Date:** November 25, 2013

Interested candidates must complete and submit an Edgecombe County Application Form. The application may be obtained online at [www.edgecombecountync.gov/](http://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.

