



COUNTY of CUMBERLAND

JOB VACANCY ANNOUNCEMENT

POSTED: DECEMBER 2, 2009

<i>POSITION TITLE</i>	<i>TYPE APPOINTMENT</i>	<i>SALARY</i>	<i>GRADE</i>
TAX ASSISTANT II	FULL-TIME	\$28,087	61
<i>DEPARTMENT/LOCATION</i>	<i>POSITION NUMBER</i>		
TAX ADMINISTRATION	TAX0106	OPEN RECRUITMENT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Associate's degree with course work emphasis in business, banking or accounting; supplemented by one (1) year previous experience and/or training involving bookkeeping/accounting or administrative work involving public contact and use of computer-driven word processing; spreadsheet and database programs; or an equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS: Typing Test – 35 wpm. Completion of the North Carolina Fundamentals of Property Tax Listing and Assessing course within 18 months of hire. Completion of other related courses as directed by specific division.

HOW TO APPLY:

Applications may be picked up and turned in to County Human Resources, Cumberland County Courthouse, Room 14, PO Box 1829, Fayetteville, NC 28302-1829. Applications must be received in this office by 5:00 pm on the application closing date. Open recruitment positions may be closed at any time without notice. Resumes may be attached to applications; however, resumes ***will not*** be accepted in lieu of a completed application.

CONDITIONS OF EMPLOYMENT:

Selected applicant must have and maintain a valid North Carolina driver's license with an acceptable driving record; background check with local law enforcement agency required; and must submit to a drug-screening test and receive a negative result for the use of drugs specified in the county policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

GENERAL POSITION DESCRIPTION AND DUTIES:

This position performs technical-clerical and public contact work in the Collection Division of the County Tax Administration Department. Employee may be assigned to customer service, assessment, or mapping divisions. Duties include: handles and accounts for large sums of cash and checks through payment processing; processes/records in computer tax files on-line payments, payment of taxes and related revenues, received in person or by mail, provides receipts, calculates interest and principle owed on delinquent taxes, special assessments and other related fees; handles deposits received on executions and ensures that Tax Collection Agents are notified of payments; balances cash drawer daily and works with the Assistant Tax Collector to identify and correct any discrepancies; provides general information for a high volume of public contact; performs clerical work requiring technical knowledge of tax laws and policies; assists business owners, accountants and others in completing tax listings; prepares building permits; prepares/maintains roster of new business listings, and associated reports and records; amends tax scrolls; copies/prepares deeds for mappers; retrieves parcel identification information from computer files; files tangible deeds, maintenance and plats in accordance with established filing system; reads recorded deeds and other source documents to obtain data such as grantor, grantee, date of transaction, description of property and location, assessed value, etc., as necessary to complete title searches; contacts lawyers or other persons involved for clarification, as necessary; records real property sales, transfers and/or splits, utilizing data entry equipment to record real property ownership, acreage, tax codes and legal descriptions on property record cards. Performs related work as required.

KNOWLEDGE OF WORK PERFORMANCE INDICATORS:

Has general knowledge of the North Carolina Machinery Act and County tax policies concerning listing, assessment, collections and billing; of complete title search procedures and is able to make searches using deed references, legal descriptions, maps and a variety of other complex records. Has working knowledge of procedures, laws, maps, forms and records used in real estate transfers and their relationships to other tax needs and functions; of geographical areas and subdivisions of the County. Has some knowledge of punctuation, grammar, spelling, and arithmetic. Has some knowledge of routine office practices, procedures, equipment and standard clerical techniques, including a familiarity of popular computer-driven word processing, spreadsheet, and file maintenance programs. Is able to screen communications, and based on content, reply or route to proper source. Is able to type or operate a computer with accuracy at the speed required by the particular position; to understand and follow oral and written instructions; to exercise tact and courtesy in frequent contact with the general public; to establish and maintain effective working relationships as necessitated by work assignments.

THE COUNTY OF CUMBERLAND HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.

CURRENT VACANCIES ARE ALSO LISTED ON OUR 24-HOUR JOB SERVICE LINE AT 678-7657 AND ON OUR WEBSITE – www.co.cumberland.nc.us

AN EQUAL OPPORTUNITY EMPLOYER.