

RECRUITMENT ANNOUNCEMENT

The County of Surry is accepting applications for the position of **ASSISTANT TAX ADMINISTRATOR**. An employee in this position performs administrative and supervisory work in the operation of the County Tax Office. Duties include assisting the Tax Administrator in listing, assessing, billing, and collection of all real and personal property taxes for Surry County. The Assistant Tax Administrator performs the duties of the Tax Administrator in his/her absence. Work is performed in accordance with North Carolina General Statutes and local ordinances. The successful applicant will work closely with all sections of the Tax Office including mapping, appraisal, listing, GIS, and property transfers. Duties include daily supervision of staff; the personal property appeal process; preparation of financial statements, reports, and legal documents; assisting in tax appraisals. Other related work will be performed as required.

JOB REQUIREMENTS: Graduation from a four-year college or university and/or five to ten years experience in a tax related field is desired. The applicant should have considerable knowledge of the policies, procedures, and practices used in appraising commercial, residential, and industrial property; considerable knowledge of tax listing, billing, and collection procedures; knowledge of the North Carolina Machinery Act and County tax laws. The applicant should be able to deal tactfully with the public; effectively supervise employees; and have good computer skills. The successful candidate will be required to complete certification by the State of North Carolina in the tax areas of mapping, real and personal property appraisal and assessment, and property tax collection.

SALARY RANGE: GRADE 73 \$45,264 - \$76,824

Applications will be taken at the Employment Security Commission, 541 West Pine Street, Mount Airy, NC (336-786-4169) or at the Surry County Human Resources Office, 118 Hamby Road, Dobson, NC (336-401-8221) until position is filled. In-house applicants should contact Human Resources for an application. A complete list of duties and physical demands will be available upon request.

**SURRY COUNTY IS A DRUG FREE WORKPLACE
SURRY COUNTY IS AN EEO EMPLOYER**

**Date Posted: March 20, 2018
Closing Date: Open until filled**