



Sarah Tyson  
Human Resources Director

153 Courthouse Rd. Suite 103  
Currituck, NC 27929

252-232-3228 Phone  
252-232-2141 Fax

## RECRUITMENT ANNOUNCEMENT

**POSITION:** Tax Clerk II

**GRADE:** 53

**BEGINNING SALARY:** \$29,612.11

**LOCATION OF POSITION:** Tax Department, 2801 Caratoke Highway, Currituck, North Carolina 27929

**MINIMUM EDUCATION AND EXPERIENCE:** High school diploma or equivalent with vocational or technical school training in bookkeeping or customer service and a minimum of two years' experience in clerical, collections or financial work, preferably in a tax-related field; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**JOB DESCRIPTION:** Under general supervision, performs a variety of responsible clerical, technical, and public contact work associated with the listing, assessment and collection of County taxes for the Tax Department. Accepts and posts payments. Researches options for and chooses appropriate enforcement actions for collecting delinquent taxes, including garnishment of wages and attachments of banks accounts or rent. Processes tax listings, valuation of personal property, discover unlisted/unreported taxable property, prepares tax bills, and skip tracing of taxpayers. Provides customer service to attorneys, tax and real estate professionals, lenders and the general public related to all property, land transfer and occupancy tax matters; provides general information to the public on tax law and policies; maintains tax accounts and negotiates, creates and monitors payments plans for compliance. Reports to the Tax Administrator.

Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, etc. Must be physically able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**SPECIAL JOB REQUIREMENT:** Possession of a valid driver's license. Typing test required and **MUST** be submitted with application. Typing test may be taken at Currituck County Human Resources Office or the local North Carolina Department of Commerce. **Applicant must net 30 wpm.** Employment drug test, driver's history screen and criminal background check required of finalist applicant(s).

**RECRUITMENT PERIOD:** July 6, 2017 through July 20, 2017 at 5:00 pm.

**HOW TO APPLY:** Currituck County application required which may be accessed at [www.currituckgovernment.com](http://www.currituckgovernment.com), Currituck County Human Resources Department or North Carolina Department of Commerce, 422 McArthur Street, Elizabeth City, North Carolina.

**WHERE TO APPLY:** Currituck County Human Resources Office  
153 Courthouse Road  
Currituck, North Carolina 27929  
[www.currituckgovernment.com](http://www.currituckgovernment.com)

North Carolina Department of Commerce  
422 McArthur Street  
Elizabeth City, North Carolina 27909  
Job Referral # NC 10719345

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