

JONES COUNTY

Tax Collection Specialist

Position: Tax Collection Specialist

Salary Range: \$31,290 - \$34,381

Description:

An employee in this class is responsible for tasks associated with current and delinquent tax collections for the County in accordance with State law governing these activities. Work includes verifying delinquent tax payer information, sending initial and follow-up notifications to delinquent taxpayers informing them of collection procedures if taxes are not paid and notifying the North Carolina debt set-off program about delinquent taxes. Work also includes answering inquiries from the taxpayers and establishing payment arrangements. The employee in this class is also expected to assist in other areas of the department as needed. Judgment and initiative are required and tact and courtesy are necessary in working with property owners and their representatives. Work is performed under the supervision of the Tax Administrator and is evaluated by the effectiveness of the program as indicated by reports, collection records, annual audits, and reports on the operation of the function.

Education and experience requirements:

Graduation from a community college in accounting, office technology or related field and experience in property tax collections; or an equivalent combination of education and experience.

Valid North Carolina Driver's License

How to Apply: Interested candidates must complete and submit a North Carolina State Application (PD-107) to:

Division of Employment Security
2836 Neuse Boulevard, New Bern, NC 28562

Or

Angelica Hall, Human Resources Director
418 Hwy 58N, Unit A
Trenton, NC 28585

Closing Date: Open Until Filled
Jones County is an Equal Opportunity Employer.