

Warren County Human Resources
602 West Ridgeway Street
P.O. Box 619
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm
Telephone: (252) 257-3574
Facsimile: (252) 257-5971
www.warrencountync.com

EMPLOYMENT OPPORTUNITY

WARREN COUNTY

TAX ADMINISTRATION

POSITION: Assistant Tax Administrator

DUTIES: Assists with planning, coordinating & directing the collection of current & delinquent taxes; performs administrative & technical work in coordinating appraisal/reappraisal & assessment/reassessment activities for the County; supervises staff; assists citizens with real estate assessment & delinquent tax problems; prepares/maintains tax payments, records & reports; reviews permits to determine when on-site inspections will be required to set new or adjusted values on residential/commercial properties; perform on-site visits to accurately determine exterior dimensions of buildings and lists appropriate building components; assist Tax Administrator, by using county approved schedule of values, to determine values for all land classifications, and residential/ commercial property in the county; performs related duties as required.

EDUCATION/EXPERIENCE: Any combination of education & experience equivalent to graduation from a 2-year college with major coursework in business, accounting, or related field; considerable experience in property appraisal, real estate, debt collection, loan office management, or related experience; efficient mathematical & problem-solving skills; minimum 2 years' supervisory experience.

SPECIAL REQUIREMENTS: Possession of required certification as a Real & Personal Property Appraiser from the North Carolina Department of Revenue within 2 years of employment; certification as a Deputy Tax Collector from the North Carolina Tax Collectors Association within 5 years of employment; appropriate driver's license valid in the state of North Carolina.

SALARY: \$47,305 - \$73,322 annually

Warren County applications will be accepted **UNTIL FILLED** at the Division of Workforce Solutions (formerly the Employment Security Commission), 210 West Ridgeway Street, Warrenton, North Carolina 27589 or at the Warren County Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC. Applications are available at www.warrencountync.com.

Warren County is a drug free workplace. Positions designated () as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

Warren County is an Equal Opportunity Employer