

EMPLOYMENT OPPORTUNITY
WASHINGTON COUNTY TAX DEPARTMENT
TAX CLERK

Duties of the Tax Clerk include cashier duties including receiving, documenting and processing tax payments; balancing cash drawer and preparing daily deposit; assisting taxpayers personally, by telephone and email; serving as receptionist; administers daily operations of the NC Vehicle Tax System, performs a variety of clerical duties, including various forms of written correspondence, and all other duties as assigned. Position requires a person with good interpersonal communications, strong math skills, ability to multi-task and attention to detail. Must have computer experience using Windows 7 and Microsoft Office, as well as experience with other basic office machinery (printer, copier, fax, scanner, 10 key calculator). Successful candidate must be able to multi-task successfully in a busy office setting. Within 2 years of employment the Tax Clerk must complete 2 courses at the UNC School of Government – Fundamentals of Property Tax Collection and Property Tax Listing and Assessing in NC. Graduation from high school and 1 – 2 years' experience in a business setting or bank (or equivalent training and experience) is required. Beginning salary range \$23,597 - \$34,134 (DOQ). Applications accepted until February 26, 2020. Please mail resume to:

Washington County Human Resources
PO Box 1007
Plymouth, NC 27962