



JACKSON COUNTY

Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

Employment Opportunity

Please post in a location accessible to all employees

Position: **Tax Administrator/Assessor**

Permanent, Full-Time

Department: Tax Administration

Description of Duties & Responsibilities: Provide professional and supervisory functions in directing the operations of the Tax Administration Department to include management of the real property, personal property, mapping and tax collections divisions. The position plans, directs, and coordinates the administration of mapping, listing, assessment, appraisal, billing and collection of all taxes as they pertain to real and personal property within Jackson County. All tax administration functions are performed in accordance with North Carolina General Statutes that regulate and control taxation of real and personal property. Position responsibilities include:

- Plan, organize, and oversee a periodic county-wide re-assessment of all real property in accordance with the NCGS.
- Serve as the Clerk to the Board of Equalization and Review annually.
- Organize, prepare and conduct all hearings related to tax assessment appeals.
- Assist the Finance Director, County Manager and/or Budget Officer in establishing county wide assessment amounts for annual budgetary purposes.
- Meet with county commissioners, municipality officials, department heads and/or other county officials to correspond and confer about tax administration information.
- Prepare and oversee an annual departmental operating budget.
- Supervise departmental supervisors, managers and staff and responsible for departmental personnel related matters to include recommendations for hire, dismissal and disciplinary action.
- Direct training, education and evaluation of all departmental employees.
- Evaluate, assesses and determine the technological needs and functions of the department; and performs other duties as assigned.

Education & Experience Requirements: **Minimum:** A bachelor's degree in public administration, business administration, finance, accounting or related field and three to five years of directly related experience including managerial and supervisory experience; or an equivalent of education, experience and training that would produce a concrete knowledge base for this position.

Preferred: A bachelor's or master's degree in public administration, business administration, finance, accounting or related field supplemented with previous tax administration or tax collections experience in local government and certification from NC Department of Revenue, NC School of Government or International Association of Assessment Officers as it relates to Assessment, Collections, or Mapping within local or municipal government.

Certification: Applicants must have a valid North Carolina driver license and be able to obtain certification for as indicated by NCGS 105-294 within 24 months of appointment by the Jackson County Board of Commissioners.

Starting Salary & Benefits Information: Salary Range: \$58,080 - \$89,790 dependent upon direct and/or indirect experience

Jackson County provides a robust offering of employee benefits including: employer paid medical and dental benefits, participation in the Local Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at <https://www.jacksonnc.org/employment-opportunities>

Application Requirements Submit a completed Application for Employment (PD107) to:

Jackson County	NC Works Career Center
Human Resources Department	26 Ridgeway Street, Suite 2
401 Grindstaff Cove Road, Suite A-218	Sylva, NC 28779
Sylva, NC 28779	

The Application for Employment – State of North Carolina form PD107 - is available online at: <https://www.jacksonnc.org/employment-opportunities> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.

Closing Date: Review of Applications will occur upon receipt. Position closing date: **February 8, 2019.**

Jackson County is an Equal Opportunity Employer

*Pre-employment drug screen and criminal background checks are required
Jackson County participates in the federal [E-Verify](#) program*