



JACKSON COUNTY ADMINISTRATION

Interim County Manager: Darlene Fox

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January 16, 2024

Action Item

Request for Tax Administration Position Reclassification

The NCVTS section of the Tax Administration Office currently has one (1) Personal Property Appraiser I position at Grade 18. The total Personal Property Appraiser I positions is three (3).

The License Plate Agency positions included one (1) License Plate Technician at Grade 17 and one (1) Motor Vehicle Manager at Grade 21.

Recommendation

1. Reduce Personal Property Appraiser I positions to two (2), and increase License Plate Technician positions to two (2). Total positions will remain at 17.
2. Reclassify the current NCVTS Personal Property Appraiser I to the Motor Vehicle Manager.
3. Enroll the Motor Vehicle Manager in the following training sessions:
 - a. February 5-9 Title Class
 - b. February 12-16 Stars Class
 - c. February 19-23 LPA Specific Training
 - d. February 26-29 LPA Open/Trainer on site
4. Funds are available in the current budget to cover the changes and training sessions.

JACKSON COUNTY TAX ADMINISTRATION CLASSIFICATIONS, RANGE BY GRADE
 FY 2023-2024

CURRENT

DEPT	POSITION DESCRIPTION	#	NEW GRADE	MIN HOURLY RATE	MIN	MID	MAX
GRADE 17							
4140	DEPUTY TAX COLLECTOR	2.0	17	\$ 15.33	\$31,884.90	\$45,342.59	\$56,688.76
4143	LICENSE PLATE AGENCY TECHNICIAN	<u>1.0</u>					
		3.0					
GRADE 18							
4141	PERSONAL PROPERTY APPRAISER I	<u>3.0</u>	18	\$ 16.10	\$33,479.14	\$47,609.72	\$59,523.19
		3.0					
GRADE 20							
4141	PERSONAL PROPERTY APPRAISER II	0.0	20	\$ 17.75	\$36,910.75	\$52,489.71	\$65,624.32
4141	REAL PROPERTY APPRAISER I	<u>1.0</u>					
		1.0					
GRADE 21							
4143	MOTOR VEHICLE MANAGER	1.0	21	\$ 18.63	\$38,756.29	\$55,114.20	\$68,905.54
4140	SENIOR DEPUTY TAX COLLECTOR	<u>1.0</u>					
		2.0					
GRADE 22							
4141	GIS MAPPING SPECIALIST	2.0	22	\$ 19.56	\$40,694.10	\$57,869.91	\$72,350.81
254140	REAL PROPERTY APPRAISER II	<u>1.0</u>	22				
		3.0					
GRADE 24							
4141	ASST TAX ASSESSOR-LAND RECORDS/MAPPING	1.0	24	\$ 21.57	\$44,865.25	\$63,801.57	\$79,766.77
4141	ASST TAX ASSESSOR-PERSONAL/BUSINESS	1.0	24				
4141	ASST TAX ASSESSOR-REAL PROPERTY	<u>1.0</u>	24				
		3.0					
GRADE 26							
4140	TAX COLLECTOR	<u>1.0</u>	26	\$ 23.78	\$49,463.94	\$70,341.23	\$87,942.87
		1.0					
GRADE 32							
4141	TAX ADMINISTRATOR/ASSESSOR	<u>1.0</u>	32	\$ 31.87	\$66,286.41	\$94,263.98	\$117,851.85
		1.0					
	TOTAL POSITIONS:	17.0					

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