



Employment Opportunity

Please post in a location accessible to all employees

- Position:** **Deputy Tax Collector**
Permanent, Full-Time, Non-Exempt
- Department:** Tax Collections
- Description of Duties & Responsibilities:** Provides technical and operational assistance in the Tax Collections Department. Duties include: collecting, distributing and balancing monies received; preparing reports and deposits as needed; addressing taxpayer concerns, questions and complaints; ensuring all legal means are used in the collection and resolution of tax payments; providing administrative support as needed and other duties as assigned.
- Education & Experience Requirements:** A high school diploma or GED and a valid North Carolina driver license is required along with strong computer and communication skills. Prefer a candidate who has a high school diploma or an associate degree with more than one year of experience in customer service and/or cash handling experience.
- Starting Salary & Benefits Information:** \$26,607.23 (Grade 16)
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 | NCWorks 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:** **November 4, 2020**

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*