



Employment Opportunity

Jackson County

Please post this employment opportunity where all employees have access.

- Position:** Tax Administrator/Assessor
- Department:** Tax Administration
- Description of Duties & Responsibilities:** Provides professional and supervisory work in directing the operations of the Tax Administration Department to include management of the real property, personal property, mapping and tax collections divisions. 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.
 - Meets 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.
 - Supervises departmental supervisors, managers and staff and responsible for departmental personnel related matters to include recommendations for hire, dismissal and disciplinary action.
 - Directs 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.
- Applicants must have a valid North Carolina driver license and be able to obtain certification for North Carolina Tax Assessors as indicated by NCGS 105-294 within 24 months of appointment by the Jackson County Board of Commissioners.
- Starting Salary:** Grade 32, \$58,080.24 minimum
- Application Requirements:** Submit a complete State Application (PD107) and submit to Jackson County Human Resources Department, 401 Grindstaff Cove Rd., Suite A218, Sylva, NC 28779.
- State applications are available online at <http://www.jacksonnc.org/employment-opportunities.html>.
Applications will be reviewed beginning May 1, 2018.
- Closing Date:** Open until filled.

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

Jackson County Human Resources Department

401 Grindstaff Cove Road ▪ Sylva, NC 28779

828-631-2212 ▪ 828-631-2266 fax