



**CASWELL COUNTY GOVERNMENT  
EMPLOYMENT OPPORTUNITY**

Caswell County is an Equal Opportunity Employer  
DEPARTMENT OF HUMAN RESOURCES

**Position Available:** Tax Clerk I

**Summary:** Performs standardized clerical work, receiving and recording tax payments, and other county revenues, and the listing and billing of county property tax. Work is characterized by public contact and responsibility for accuracy in listing, billing, receiving payments and collections. Considerable tact and courtesy are required. Work is performed under the general to close supervision of the Tax Director and is evaluated in terms of accuracy of records and reports as well as with public reaction.

**Duties:**

- Receives cash and checks from the public at a collection window; prepares and issues receipts, making correct change and deposits funds in the collection drawer;
- Creates a tax bill through the tax abstract and mail to all county taxpayers;
- Answers telephone inquiries and complaints concerning collections or billing matters;
- Receives mail and prepares receipts for payments received;
- Balances the collection drawer and reports balance to the County Finance Officer;
- Reviews tax billing and payment records of tax payers to resolve billing or tax complaints and refers difficult problems to the Tax Director for resolution;
- Issues beer and wine permits for county businesses;
- Issues mobile home moving permits;
- Verifies delinquent taxes on deed transfers before deeds are recorded in the Register of Deeds Office;
- Assist taxpayers, attorneys, realtors, appraiser and general public with land records, property cards, maps and technical information on land parcels;
- Assist tax payers and attorneys with deferred tax, tax exemption applications, age and disability exclusion applications, land use applications, payment agreements on delinquent taxes;
- Performs related duties as required.

**Knowledge, Skills and Abilities:**

- Considerable knowledge of the policies, procedures and responsibilities of the tax office;
- Knowledge of the North Carolina property tax statutes;
- Knowledge of standard office procedures;
- Ability to collect and count money accurately and prepare accurate receipts;
- Ability to operate office machines, including calculator and computer;
- Ability to review and verify tax and billing documents for accuracy and completeness and to make arithmetical calculations rapidly and accurately;
- Ability to accurately post and record information;
- Ability to deal tactfully and effectively with the public and to explain tax and collection procedures;
- Ability to establish and maintain effective working relationships with co-workers, county officials and the general public;
- Ability to accurately follow procedures for delinquent taxpayer's bank attachments and wage garnishments, and foreclosure sales.

**Physical Requirements:**

- Must be able to physically perform the basic life support functions for lifting;
- Performing repetitive motions, grasping, and fingering;
- Be able to lift 20 pounds;
- Must possess the visual acuity to prepare and analyze data and figures, operate computer, and do extensive reading and detail work in dealing with records and computer data.

**Minimum Qualifications:**

- High School Diploma supplemented by clerical course, computer courses, and training in the duties assigned;
- Must be at least 18 years of age.

**All job offers are contingent upon:**

- Background Checks to include, Credit, Driving & Criminal Records
- Pre-employment Drug Screen

Submit completed application, resume and cover letter to Caswell County Human Resources Department, Attn: Mindy Satterfield, PO Box 98 Yanceyville, NC 27379.

Applications can be found on the Caswell County Official Website: <http://www.caswellcountync.gov>

**Post:** 3/20/2019

**Remove:** 4/2/2019 or until filled

**Annual Hire-In Rate:** \$23,148.00

(Increase after 6 month Probationary Period)