

Rutherford County is seeking a Tax Customer Service Representative: Work involves customer issue intake either in person or by telephone, evaluating the type of service the customer needs, and directing the customer to the correct county employee or department. Also, involves helping taxpayers complete listing forms, tax relief applications, answer questions regarding property tax information including amount of taxes due, and balance petty cash drawer with receipts for maps and document copies. Position requires courtesy in contact with the public, general knowledge of county services and geography, and be competent using general office equipment. \$22,960 plus benefits. Min req: High School diploma with preferable customer service experience. Must have valid driver's license with clean driving record. Apply 289 N. Main St, Rutherfordton NC or www.rutherfordcountync.gov. Work hours Mon-Fri 8:30-5:00. Drug and background test required. Position open until filled. EOE