

Rutherford County Revenue Department has a Tax Technician position open: Work involves clerical duties in the Assessor's office providing general information to the public on tax laws and policies, assisting in maintaining accurate records of real and personal property, enters real estate data into computer system, changes record to reflect new construction, prepares records of new parcels created in property splits and merges, determines and enters soil types for use in determining present use applications, and transfers values from appraisal files to billing files. Researches and compiles work for the appraisers from completed building and mobile home permits. Assists taxpayers with inquiries about tax assessments; reviews property valuation data errors; corrects property record cards and notifies taxpayers of changes. Maintains records and associated forms concerning workflow and completion dates and other duties as assigned. Requires knowledge of Microsoft Office programs such as Excel, Word, Outlook, and Internet Explorer. \$28,014 plus benefits. Min req: High School diploma, knowledge and level of competency commonly associated with training in the field of work with 1-2 years of experience. Must have valid NC driver's license with clean driving record. Apply Rutherford County 289 N. Main Street, Rutherfordton NC or www.rutherfordcountync.gov. Drug test required. Open until filled.

EOE

