



**YANCEY COUNTY
VACANCY ANNOUNCEMENT**

DATE: November 10,2022

YANCEY COUNTY is seeking a qualified individual for the following position:

TITLE: Tax Office Customer Service Representative
Full-time Position

DESCRIPTION: An employee in this class performs varied customer service to assist taxpayers to collect payments for taxes and utilities. Work includes data entry of tax payments into computerized data bases. Accuracy is required in making calculations, in handling money, in listing and in entering data into the computer. Some independent judgment and initiative is exercised within limits of prescribed policies. Tact, courtesy and diplomacy are required in dealing with sensitive issues and/or difficult customers. Work is performed under the supervision of the tax administrator and is evaluated by observation, review of records, periodic audits, feedback from customers and annual performance evaluations.

QUALIFICATIONS: Graduation from high school and some experience in working with tax, real estate and/or collections operations; or an equivalent combination of education and experience.

LOCATION: Primary duty station for the position is the Yancey County Courthouse located in Burnsville, NC.

SALARY: Pay Rate dependent upon education/experience.

TO APPLY: Submit a Yancey County Application to the Yancey County Tax Administrator, 110 Town Square, Room 1, Burnsville 28714. Applications are available at the Yancey County Tax office at 110 Town Square, Room 1, Burnsville or online at www.yanceycountync.gov/employment.

CLOSING DATE: Wednesday, November 30, 2022. Complete Application must be received by 5:00 p.m. in the Yancey County Manager's Office on the closing date. Late applications will not be considered.

HIRING AUTHORITY: The Yancey County Manager is the hiring authority for this position.
Equal Employment Opportunity Employer