



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: February 27, 2017
RE: **Job Posting – Assistant County Assessor**
Tax Department

Duties and Responsibilities: This position will perform difficult administrative and supervisory duties in planning, organizing and directing the activities of Henderson County's Tax Department; plans, organizes, supervises, and directs the work of the Tax Department supervisory personnel; plans, directs, supervises, coordinates and participates in a perpetual reappraisal program, involving appraisal of real property ; assumes duties and responsibilities in the absence of the County Assessor. Performs related work as required. Work is performed under general supervision. Exercises limited supervision of staff. Reports to the County Assessor. This position is statutorily defined in NC GS 105-297 and is appointed by the Board of County Commissioners.

Qualifications: Comprehensive knowledge of principles, practices, techniques, ordinances and laws used in the listing, appraisal, taxation and collection of local property tax; general knowledge of county policies and procedures; thorough knowledge of principles, practices, organization, supervision techniques and internal controls necessary to promote an effective tax program; ability to analyze a variety of complex administrative issues to make sound recommendations for resolving problems; ability to define objectives, assign priorities, and bring projects to completion; ability to research, analyze, and make recommendations on various topics; ability to operate common office machines, computer and related software required by the position; ability to plan, coordinate, monitor and supervise the work of others; ability to communicate effectively orally and in writing; ability to maintain accurate records and prepare reports; ability to safely and efficiently operate a motor vehicle; ability to attend work regularly; excellent interpersonal skills.

Any combination of education and experience equivalent to graduation from a four-year college with a degree in business, accounting, statistics, appraisal or related field and considerable experience in business process analysis and management. Training in mass appraisal procedures, statistical analysis and property mapping procedures is preferred.

Pre-employment drug test required of finalist applicants.

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.org/hrd. Applications may also be obtained at the Henderson County NCWorks Career Center located at Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731. EOE M/F/D/V

The deadline for application is: **Open until filled**

Starting Rate: \$53,332.50 Annually depending upon qualifications
Grade: 82A, Exempt

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184
www.hendersoncountync.org/hrd
Henderson County is an Equal Opportunity Employer