



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: **January 12, 2018**
RE: JOB POSTING - One (1) Auxiliary Customer Service Specialist
Reappraisal Reserve
(less than 1000 hours in a 12-month period – not benefit-eligible)

Duties and Responsibilities: This position will perform a variety of data entry tasks related to and in support of the appraisal process for both real and personal property for assessment purposes. Greets and refers taxpayers to appropriate staff; screens and routes materials according to content of communications; prepares correspondence, reports, statements, manuscripts, forms, and various documents; answers telephone; assists citizens; receives, greets, refers, and registers visitors; performs related work as required. Work is performed under regular supervision. Reports to the Real Property Supervisor.

Qualifications: General knowledge of office practices and procedures and accurate keyboarding skills in the operation of office equipment and computers for all data entry processes in CAMA, Billing and Collections software; general knowledge of office software such as Microsoft Word, Excel, and PowerPoint; ability to maintain a professional and business-like presence and demeanor; possess good interpersonal skills; ability to maintain accurate records and prepare reports; ability to communicate effectively orally and in writing; ability to attend work regularly.

Any combination of education and experience equivalent to high school graduation supplemented by courses in business practices and computer and some experience in secretarial and clerical work, including data entry.

Pre-employment drug test and background checks 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, 1800 West Campus Drive, Flat Rock, NC 28731.

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

Starting rate: \$14.84 per hour
Grade: 66A

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184
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www.hendersoncountync.org/hrd
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