



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: **October 13, 2017**
RE: **Job Posting – One (1) Full Time Collections Specialist**
Tax Department

Duties and Responsibilities: Performs intermediate skilled clerical and public contact work associated with the collection of county taxes; collects taxes and fees over the counter and through the mail; prepares and assists in preparation of various reports; works effectively with Delinquent Collection staff; maintains various tax records and files; performs data entry; assist citizens. Performs related work as required. Work is performed under regular supervision. Reports to the Deputy Tax Collector.

Qualifications: General knowledge of modern office practices and procedures including handling and accounting of large sums of money; general knowledge of standard accounting practices and procedures; ability to operate office equipment, including computer, required for the position; ability to maintain accurate records and prepare reports; ability to communicate orally and in writing; ability to attend work regularly; excellent interpersonal skills; ability to communicate management directives to staff and ensure compliance.

Any combination of education and experience equivalent to high school graduation and considerable experience in clerical or financial work, preferably in a tax-related field; some supervisory experience, preferably in a bank or tax related field.

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, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731.

Deadline for application: **Open until filled**

Starting rate: \$15.43
Grade: 67A

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