

Tax Assessor and Tax Administrator-Alamance County is accepting applications for the dual position of Tax Assessor and Tax Administrator. Alamance County is located between Raleigh and Greensboro with a current population of over 142,000 and an annual budget of \$150 million. This is an exceptional opportunity to provide leadership and direction to the overall administration of Alamance County's tax department by planning, directing and coordinating a comprehensive county-wide tax program. The employee is responsible for directing a department employing a variety of personnel engaged in the appraisal and transfer of county property, mapping, the listing and preparation of tax bills, and collection of taxes utilizing a modern tax system. This employee plans, directs and implements the in-house mass appraisal of real property on a eight-year cycle. Plans, directs and coordinates the receiving and accounting for all prepaid current and delinquent taxes and fees. Requires thorough knowledge of policies, procedures and practices used in appraising commercial, industrial and residential property for tax purposes, thorough knowledge of tax listing procedures, and thorough knowledge of the organization of county government. Ability to interpret complex legal statutes related to tax exemptions, tax deferments and classifications required as well as ability to plan, organize and supervise the activities of a tax office.

Qualifications:

Graduation from a four-year college or university with courses in business, accounting or related field preferred. Requires at least five years experience in tax assessing and tax collections, and at least three years supervisory experience or an equivalent combination of training and experience. Certification by the North Carolina Department of Revenue as stated in NCGS 105 - 294.

Application process: Please complete the online Alamance County Application (found at www.alamance-nc.com). Resume, cover letter and salary history can be attached to the online application or mailed to Human Resources, Attention: Sherry Hook, HR Director, 124 West Elm Street, Graham, NC.27253. Alamance County is an Equal Opportunity Employer.

Closing date: January 13, 2012.