

Rutherford County Revenue Department has a Tax Collection Assistant position open: Work involves clerical work in the Tax Collector's office providing general information to the public on tax laws and policies, assisting in maintaining accurate records of delinquent taxes, and performing general clerical duties within the Collections office. Accepts and sorts payments by account type and posts in computer files. Balances cash drawer against daily receipts and processes for deposit. Identifies and researches delinquent taxpayers by place of employment, financial institution, and other criteria in order to serve Notice of Garnishment, attachment, and other letters of collection. Employee is responsible for considerable data entry in computerized files and other duties as assigned. Employee must exercise initiative and independent judgment in performing assigned tasks and ensuring accurate records. Employee must exercise tact, courtesy and firmness in frequent contact with general public. Employee reports directly to the Tax Collection Coordinator. Requires knowledge of Microsoft Office programs such as Excel, Word, Outlook, and Internet Explorer. \$24,134 plus benefits. Min req: High School diploma, knowledge and level of competency commonly associated with training in the field of work with 1-2 years of experience. Must have valid NC driver's license with clean driving record. Apply Rutherford County 289 N. Main Street, Rutherfordton NC or [www.rutherfordcountync.gov](http://www.rutherfordcountync.gov). Drug test required. Open until filled.EOE