

MONTGOMERY COUNTY

HUMAN RESOURCES DEPARTMENT
MONTGOMERY COUNTY • VIRGINIA
WWW.MONTGOMERYCOUNTYVA.GOV



755 ROANOKE ST, SUITE 2D
CHRISTIANSBURG, VA 24073
PHONE: 540.394-2007

TAX TECHNICIAN
FULL TIME - TEMPORARY
TREASURERS OFFICE
Montgomery County, Virginia

Full time temporary position responsible for duties associated with collection of taxes, animal licenses and miscellaneous revenue. Customary tasks include accurate data entry; researching delinquent taxes for appropriate collection action; and assisting the public with questions and explaining policies and procedures.

Position requires a high school diploma or GED, with one year of college/vocational school or equivalent banking/accounting experience. Must be organized, detail-oriented and able to multi-task with high level of accuracy; possess a intermediate level of computer proficiency in Microsoft Office and the ability to learn new software programs and skills; demonstrate ability to understand and follow written and oral instructions, work seamlessly with team members and independently on tasks, enjoy assisting people and have strong communications skills and excellent customer service skills.

Pay \$14.20/hour with benefits including health, dental and vision and more. Interested candidates should apply online at: <http://www.montgomerycountyva.gov/hr> by **Wednesday, March 20, 2019** to be considered. For more information, please call the County's Job Line at 540.394.2010. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007

Montgomery County, VA is an Equal Opportunity Employer committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.