



GLOUCESTER COUNTY
invites applications for the position of:

Revenue Specialist

SALARY: \$30,897 +/- DOQ

OPENING DATE: 08/21/2019

CLOSING DATE: 09/03/2019

DESCRIPTION:

Performs technical, clerical, and customer service duties in the Commissioner of the Revenue's Office by responding to inquiries from the general public, lawyers, and other interested parties regarding assessments. Employee must exercise independent judgment, discretion and initiative in completing assignments and handling public contact situations requiring considerable tact and courtesy. Reports to the Chief Deputy.

The hiring salary for the [Revenue Specialist](#) is **\$30,897.00 +/- annually DOQ.**

Examples of Duties

1. Receives and responds to requests and inquiries from the general public, taxpayers, internal customers and other interested parties, providing information pertaining to assessments and documentation. Accurately communicate responses based on detailed knowledge of rules, policies and procedures, and applicable codes related to personal property and state income tax; or refers inquiries to appropriate personnel.
2. Assists in the compilation, processing and coordination of personal property; and enters exonerations and supplemental billings, and ensures applicable information is documented and entered into files properly. Sorts and maintains property records and receipts; scans documents and assists with quality assurance testing of records in regard to the office imaging system.
3. Makes recommendations to the Property Tax Coordinator for abatements, refunds, and supplemental assessments; prepares and mails notification of assessment change to taxpayer.
4. Gathers and analyzes data; prepares and maintains a variety of reports and records.
5. Researches records from the Department of Motor Vehicles, Treasurer, VA Dept. of Taxation, and listings provided by miscellaneous sources.
6. Assists with preparing and issuing of business licenses.
7. Assists various County departments as duties require.
8. Assists the general public concerning personal property assessments, locating parcels of land, ownership, and tax map information.
9. Oversees the general applications of the phone system, including phone paths, voice mail, new installations, and repairs.
10. Processes and distributes incoming mail; prepares outgoing correspondence and mail.
11. Performs other duties as assigned.

QUALIFICATIONS:

- Possession of a high school diploma/GED.
- Minimum of three (3) years of closely related work experience, preferably involving assessment of personal property or State income tax



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SPECIAL REQUIREMENTS:

- Employee must be available to work flexible hours, extended hours, and some weekends during deadlines and peak times.

To be considered for this position, your online application must include your cover letter, resume and at least 3 professional references. A minimum of 3 professional references **MUST** be listed on the application. **(Note: Professional references are individuals who can attest to your job-related knowledge, skills and abilities while working or in a volunteer capacity and are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.)**

Click the link for a complete job description [Revenue Specialist](#)
To apply on-line, visit our website at: www.gloucesterva.jobs

Gloucester County is an Equal Opportunity Employer

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County [Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.](#))