GLOUCESTER COUNTY invites applications for the position of:

Revenue Technician or Specialist (DOQ)

**SALARY:** Depends on qualifications

**OPENING DATE:** 03/17/2020

**CLOSING DATE:** 03/31/2020

**DESCRIPTION:**

Position will be filled depending on qualifications.  
Revenue Technician - $27,591.00 +/- DOQ  
Revenue Specialist: $30,897.00 +/- DOQ

**Revenue Technician:** Under close supervision performs a variety of clerical and customer service duties for the Commissioner of the Revenue's Office. Duties involve assisting taxpayers with questions concerning their accounts, data entry, file maintenance, and processing corrected assessments, routine abatements and refunds. Duties are performed within specific guidelines and require strict adherence to established policies and procedures. 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.

**Revenue Specialist:** Under general supervision, 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.

**QUALIFICATIONS:**

**Revenue Technician:**  
Possession of a high school diploma/GED.  
One (1) to two (2) years of closely related office work, preferably involving taxation or real estate.

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

**SPECIAL REQUIREMENTS:**
Must be available to work flexible hours, extended hours, and some weekends during deadlines and peak times.

For a complete job description and to apply online, visit our website at: [www.gloucesterva.info](http://www.gloucesterva.info).

*Gloucester County is an Equal Opportunity Employer*