MONTGOMERY COUNTY

HUMAN RESOURCES DEPARTMENT
MONTGOMERY COUNTY • VIRGINIA
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755 ROANOKE ST, SUITE 2D
CHRISTIANSBURG, VA 24073
PHONE: 540.394-2007

TAX TECHNICIAN I
TREASURERS OFFICE
Montgomery County, Virginia
#162107-4

Montgomery County Treasurer's Office has a full-time opening for Tax Technician I. Position is responsible for essential duties associated with collection of taxes, keying in revenue by other departments/agencies/courts; process animal licenses; maintain daily cash and process mail/drop box payments and miscellaneous revenue; research delinquent taxes for liens/levies or DMV stop actions, and similar tasks with a high degree of customer service.

Position requires a high school diploma/GED equivalent, with either one year college/vocational training 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.

Minimum starting pay $29,543/annually with excellent benefits package including paid health, dental, retirement, holidays/leave time, optional benefit plans and much more. Interested candidates should apply online at: http://www.montgomerycountyva.gov/hr by **Tuesday, June 30, 2020** to be considered. 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.