



**DEPUTY COMMISSIONER OF THE REVENUE II
WESTMORELAND COUNTY, VA
GRADE 13**

SALARY RANGE MINIMUM \$29,956; MID-POINT \$38,961; MAXIMUM \$49,367

The Westmoreland County Commissioner of the Revenue is accepting applications for the full-time position of Deputy Commissioner of the Revenue II. The position performs intermediate skilled clerical work assisting in the operation of the Commissioner of the Revenue's Office; does related work as required. Demonstrated computer skills are essential for this position. Experience working with the BAI computer system is a plus in addition to various word processing, spreadsheet and slide show presentation software programs. This position involves dealing and interacting with the public extensively, assisting with state income, personal property taxes, real estate transfers and assessments, and other duties as assigned. Any combination of education and experience equivalent to graduation from high school supplemented by specialized training in real property assessment and some experience in local real property tax work. Applications (use VA Form 10-012) and complete job description may be obtained either in person in the Commissioner of the Revenue's office located in the George D. English, Sr. Memorial Building, 111 Polk Street, Montross, Virginia, by calling the Commissioner's office at 804.493.0113, or online: www.westmoreland-county.org. Submit applications and cover letter to: Carol Gawen, Commissioner of the Revenue, Westmoreland County, P. O. Box 68, Montross, Virginia 22520. First review of applications will start on September 10, 2020. Position will remain open until filled. Westmoreland County is an AA/EO Employer.