

# **JOB OPPORTUNITY CITY OF MANASSAS**

## **PERSONAL PROPERTY TAX SPECIALIST**

**Commissioner of the Revenue.** The ideal candidate will be able to provide information and assistance to the public, research and resolve problems for various taxes administered by the office and enters and retrieve tax information using a computer.

**Hiring Range for this position is \$38,937.60 - \$51,584.00/DOQ**

The successful incumbent in this position will perform customer service functions including answering the telephone and greets customers; provides assistance and information related to personal property, required documentation, procedures, forms, fees, or other issues; provides information regarding assessment methods for sale/purchase of a vehicle, moves into or out of the City, and high mileage adjustments; reviews documentation for accuracy and completeness; responds to routine questions, researches problems, and initiates problem resolution.

Investigate and determine liability of taxpayer; verify and process abatements for erroneous assessments and supplemental bills for omitted taxes; resolve assessment appeals and corrections; apply appropriate tax formula; inputs into appropriate databases to produce appropriate tax records. Analyze, process, verify, and assess personal property utilizing the National Automotive Dealers Association (NADA) assessment guides; enter taxable vehicles into a database. Review imported files from DMV to determine tax liability.

Maintains departmental Customer and Motor Vehicle databases. Performs other clerical tasks, such as sending and receiving faxes, making copies, typing correspondence, preparing reports, copying and filing documents, answering the telephone, entering and retrieving computer data, sorting, organizing, opening, and/or distributing incoming mail, processing outgoing mail, etc.

Performs other duties as assigned. Please refer to full job description for additional details.

High school diploma or GED equivalent is required; supplemented by two (2) years of clerical and customer service experience in a government office, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Some knowledge of the general laws (Code of Virginia, Manassas Code of Ordinances) and administration of policies governing personal property taxes; general knowledge of modern office practices; ability to make arithmetical calculations quickly and accurately; ability to operate standard office and computer equipment; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with associates and the general public.

**\*\*Fluency in Spanish is highly desired\*\***

TO APPLY, complete an application at <http://www.manassascity.org/jobs>.

This position will remain open until filled. EOE M/F