

DEPUTY COMMISSIONER OF REVENUE I

SALARY:

\$27,172-\$35,348-\$44,778 (DOQ/DOE)

The Westmoreland County Commissioner of the Revenue is accepting applications for the full-time position of Deputy Commissioner of the Revenue I. The position performs intermediate skilled clerical work assisting in the operation of the office of the Commissioner of the Revenue; does related work as required. Work is performed under the general supervision of the Commissioner of the Revenue. Reviews and records real estate transfers. Assesses personal property. Assists taxpayers in the preparation of property tax forms. 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. Experience working with the BAI software would be a plus. Applications and 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: William Hoover, Commissioner of the Revenue, Westmoreland County, P. O. Box 68, Montross, Virginia 22520, or via electronic mail: whoover@westmoreland-county.org. First review of applications will start on Friday, March 12, 2021. Position will remain open until filled. Westmoreland County is an AA/EO Employer.