



**PRINCE GEORGE COUNTY, VIRGINIA**  
invites applications for the position of:

## **Deputy Commissioner of the Revenue**

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**SALARY:** See Position Description

**OPENING DATE:** 03/04/21

**CLOSING DATE:** 03/18/21 05:00 PM

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

The County of Prince George Commissioner of the Revenue's Office is seeking qualified candidates for the position of Deputy Commissioner of the Revenue. The position will be responsible for assisting with personal property, business license and State income taxes and the general operation of the Commissioner of the Revenue's office; preparing and maintaining files and records; assisting citizens. Starting salary will be \$34,782.

### **QUALIFICATION REQUIREMENTS:**

Successful candidate must possess general knowledge of general laws and administration of policies governing real and personal property; general knowledge of modern office practices and of standard office and accounting equipment; proficient in Microsoft Word and Excel; ability to learn County software systems; ability to establish and maintain effective working relationships with County officials, employees and the general public; ability to prepare and maintain detailed financial records and reports; ability to make arithmetical calculations quickly and accurately.

Candidates must possess any combination of education and experience equivalent to graduation from high school and some experience with government regulations and contact with the general public. Notary Public preferred.

### **SPECIAL REQUIREMENTS:**

Pre-employment physical/drug testing and criminal background check, to include fingerprinting, required.

### **ADDITIONAL INFORMATION:**

To apply online visit the website at [www.princegeorgecountyva.gov](http://www.princegeorgecountyva.gov). To be considered for this position, applicants must submit a County application. Applications should be submitted online. For additional information, please call (804) 722-8669. EOE.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.princegeorgecountyva.gov/>

Position #DCOR032021  
DEPUTY COMMISSIONER OF THE REVENUE  
WJ

Prince George County  
6602 Courts Drive  
Prince George, VA 23875  
804.722.8669

[hr@princegeorgecountyva.gov](mailto:hr@princegeorgecountyva.gov)

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## Deputy Commissioner of the Revenue Supplemental Questionnaire

- \* 1. Please select the appropriate amount of experience you have with Microsoft Word.
  - None
  - 1-3 years
  - 4-6 years
  - more than 6 years
- \* 2. Please select the appropriate amount of experience you have with Microsoft Excel.
  - None
  - 1-3 years
  - 4-6 years
  - more than 6 years
- \* 3. Do you have any experience with state income tax preparation?
  - Yes
  - No
- 4. If you answered "Yes" to question #3, please explain your experience with state income tax preparation.
  
- \* 5. Please select the appropriate amount of experience you have with customer service.
  - None
  - 1-3 years
  - 4-6 years
  - more than 6 years
- \* 6. Please describe your highest level of education by selecting one of the following choices:
  - High School Diploma or GED
  - Some College
  - Associate's Degree
  - Bachelor's Degree or higher
  - None
- \* Required Question