



VACANCY ANNOUNCEMENT
Real Estate Support Specialist (Full-time)
Starting Full Time Salary Range: \$42,193 - \$45,000 DOQ

Under general supervision, the purpose of the position is to process landlord records, and tax relief accounts. Employees in this classification will also perform tasks in the real estate department supporting the real estate assessor. Position is responsible for detailed record keeping, verification, data entry, and tax account maintenance. Performs related work as required.

Successful applicants will have High school diploma or GED; supplemented by vocational/technical training in account and record maintenance or bookkeeping; supplemented by three (3) to five (5) years previous experience and/or training involving customer relations or public service; or an equivalent combination of education, training, and experience. Criminal background, credit, and driving record checks required.

Come join us as part of a knowledgeable and energetic organization committed to excellence in serving a thriving and growing community through commitment to the [City's Core Values](#) of Agile Innovation, Abundant Compassion, Outstanding Customer Service, Energized Work Environment, Essential Engagement and Unwavering Stewardship. In addition to offering a great work team and excellent salary, the City of Fredericksburg provides a generous benefits package.

While the position is open until filled, completed City Applications and Cover Letter should be submitted before the close of business on **Friday, May 14, 2021**.

Applications may be found at <https://www.fredericksburgva.gov/216/Employment>. Additional information may be found on the City's web page: www.fredericksburgva.gov

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