



# MONTGOMERY COUNTY VIRGINIA

EST. 1776

## **TAX TECHNICIAN I, COMMISSIONER OF REVENUE OFFICE**

Montgomery County, Virginia  
#152111-2

Montgomery County Commissioner of Revenue Office has a full-time opening for Tax Technician I. Position is responsible for essential duties associated with assessing taxes, assisting taxpayers with state income; collect and process data for assessments; assist taxpayers and business clients by phone or in person with tax questions; processing daily mail; processing personal property, real estate and rollback taxes; and similar tasks with a high degree of customer service and accuracy.

Position requires a high school diploma/GED equivalent, with either one-year college/vocational training *or* equivalent banking/accounting experience. Must be organized, detail-oriented and able to multi-task with high level of accuracy; possess an intermediate level of computer proficiency in Microsoft Office and the ability to learn new software programs and skills; demonstrated ability to understand and follow written and oral instructions, work seamlessly with team members and independently on tasks, enjoy assisting people and have strong communications skills and excellent customer service skills.

Starting pay \$31,342+/annually DOE/DOQ, with excellent benefits package including paid health, dental, retirement, holidays/leave time, optional benefit plans and much more. Interested candidates should apply online at: <http://www.montgomerycountyva.gov/hr> by **Friday, August 6, 2021** to be considered. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability or protected veteran status.

