

**Commission of Revenue Deputy I
Madison County, VA**

The County of Madison, Virginia, is accepting applications for the position of Commissioner of Revenue Deputy I. Madison County is a rural community of 13,500 residents located in the eastern foothills of the Blue Ridge Mountains in Central Virginia. The County operates with a \$58,523,478 annual gross operating budget (including schools) and a total general government staff of 95 full-time employees.

The anticipated hiring range for this full-time position will be \$26,606—\$42,569 with benefits, depending on qualifications. This position will remain open until filled, with consideration of applications beginning on November 15, 2021.

To be considered, please submit a County application form, a detailed resume outlining career accomplishments, and a minimum of 3 professional references to tstrothers@madisonco.virginia.gov. The County application form can be found [here](#).

MADISON COUNTY, VIRGINIA IS AN EQUAL OPPORTUNITY EMPLOYER

Commissioner of Revenue Deputy I

Dept/Div: Commissioner of Revenue/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs skilled administrative support work assisting with State income, real estate, personal and business property the general operation of the Commissioner of the Revenue's office, assisting the public, maintaining records and files, and related work as apparent or assigned. Work is performed under the limited supervision of the Commissioner of Revenue.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Acts as receptionist; greets visitors; answers telephone; provides information and directs visitors to appropriate party; enters and retrieves a variety of data from computer system.

Reviews and enters State tax returns, State estimated returns; reviews and assesses personal property returns; prepares monthly reports and transmittals to Department of Taxation and local Treasurer's Office.

Assesses, compiles, analyzes and interprets data from a variety of external resources; performs internal and external discovery methods to insure property assessment of personal property, land use, and real estate; researches State agencies to ascertain property and owner for local assessments; applies established tax rate; assesses value of property subject to taxation per code of Virginia.

Processes supplemental assessments, exonerations, and adjustments.

Assists with preparation of land and personal property books.

Performs a variety of general administrative support duties including preparing correspondence.

The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

Knowledge, Skills and Abilities

General knowledge of general laws and administration of policies governing real, personal property and state income taxes; some knowledge of modern office practices and of standard office and accounting equipment; ability to prepare and maintain detailed financial records and reports; ability to make arithmetical calculations quickly and accurately; ability to operate standard office, word processing and data entry equipment; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with associates, government agencies and officials, legal representatives, and the general public.

Education and Experience

High school diploma or GED and minimal experience in personal property, real estate and State income taxes, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms and pushing or pulling and occasionally requires standing, walking, sitting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Last Revised: September 9, 2019