



GLOUCESTER COUNTY
invites applications for the position of:

Revenue Technician (Work as Required)

HOURLY: \$13.95

OPENING DATE: 10/13/2021

CLOSING DATE: Open Until Filled

Description:

Under close supervision performs a variety of clerical and customer service duties for the Commissioner of the Revenue's Office. Duties involve assisting taxpayers with questions concerning their accounts, data entry, file maintenance, and processing corrected assessments, routine abatements and refunds. Duties are performed within specific guidelines and require strict adherence to established policies and procedures. Employee must exercise independent judgment, discretion and initiative in completing assignments and handling public contact situations requiring considerable tact and courtesy. Reports to the Chief Deputy.

Required Knowledge, Skills, and Abilities:

General knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Word, and Excel and the internet.

General knowledge of the functions of the County and Commissioner of the Revenue office.

General knowledge of modern office practices, procedures, equipment and standard clerical techniques.

Ability to apply all county ordinances, and state and local statutes related to property assessment.

Ability to learn state and federal income tax laws as well as local ordinances.

Ability to understand legal terminology as it relates to property assessment.

Ability to maintain large volumes of files related to business licensing and excise tax.

Ability to learn new software programs.

Qualifications:

High school diploma/GED.

One (1) to two (2) years of closely related office work, preferably involving taxation or real estate.

Special Requirements:

Must be available to work flexible hours, extended hours, and some weekends during deadlines, declared emergencies and peak times.

To be considered for this position, your online application must include your cover letter, resume, and three (3) professional references.

For a complete job description and to apply online, visit our website at: www.gloucesterva.info.

Gloucester County is an Equal Opportunity Employer