



GLOUCESTER COUNTY
invites applications for the position of:

Real Estate Coordinator

SALARY: \$43,629 +/- DOQ

OPENING DATE: 5/13/2022

CLOSING DATE: Open Until Filled

Description:

Under general supervision, performs responsible technical and administrative duties to assist the Chief Deputy with planning, organizing, and coordinating all functions related to real estate to help produce a land book for the county. Acts as Lead Worker maintaining and enforcing County ordinances on Elderly and Disabled Tax Relief, Disabled Veterans Tax Relief Program, and the Land Use Program to ensure compliance with code. 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:

Thorough knowledge of the terminology related to property transfers.

Thorough knowledge of real estate principles and practices, including some knowledge of property assessment.

Thorough knowledge of government taxation procedures and Title 58.1 of the Code of Virginia.

Ability to learn new software programs.

Ability to read maps and plats accurately.

Ability to interact positively with the public.

Qualifications:

Associate's degree in business, or a closely related field.

Five (5) to seven (7) years of progressively responsible experience in the Commissioner's office working in real estate or a closely related field involving real estate.

Any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Special Requirements:

Possession of Master Deputy Commissioner of the Revenue designation from the Weldon Cooper Center, or obtain within three (3) years of employment.

Employee must be available to work flexible hours, extended hours, and some weekends during deadlines 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 & Drug Free Workplace