



REVENUE COLLECTION AGENT (CD)– TREASURER’S OFFICE

General Description: This is an administrative position. The incumbent performs investigative and follow-up field and office work in collecting current and delinquent personal property and real estate taxes, returned checks and collections for various County Departments.

Organization: The Revenue Collections Agent reports to a Business Manager and supervises no staff. The Revenue Collections Agent is part of Hanover County's Career Development Program (CD). The Revenue Collections Agent Ladder has four (4) levels ranging from Revenue Collection Agent I to Senior Customer Service Agent.

Essential Functions:

- Analyzes the more difficult tax accounts to determine the best means of collection and maintains a follow-up file on these.
- Appears in court for the County to obtain judgments.
- Assists taxpayers with difficult or unusual problems regarding payments.
- Explains requirements for compliance with the laws concerning enforcement of payment of delinquent taxes.
- Handles correspondence dealing with complex problems and questions of tax liability.
- Initiates tax liens and summonses.
- Maintains records on all delinquent taxes collected.
- Researches delinquent accounts for correct addresses, employment and banking data to aid in collection.
- Assists taxpayers in working out payment plans based upon ability and legal requirements.
- Performs related work as assigned.

Hiring range is \$37,924 - \$55,805, plus excellent benefits. For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com (804) 365-6075.