



TAX REVENUE SPECIALIST (CD) – PART-TIME, BENEFITED

General Description: Performs routine to complex office duties in connection with the assessment of motor vehicles, trailers, watercrafts and other personal property classes for property taxation purposes. Responsible for the review, audit, and processing of all classes of tangible business personal property filings and assessments, business license taxes and other gross receipt taxes. Interprets and applies state and local statutory requirements for taxation and assessment compliance. Processes personal property returns, prepares and processes and submits State Income Tax returns for the public. Answers taxpayer inquiries concerning filing requirements, classification of property and other tax related issues and inquiries. Updates and maintains ownership, assessment, and property classification in the Tax Management system. Inputs and imports documents into the Records Management Retention System. Works in partnership and as a liaison with various State agencies dealing with taxation and personal property ownership information.

Performs office duties in connection with the ownership and maintenance of real property records for taxation purposes. Responsible for the administration of the Commissioner of the Revenue's tax relief, disabled veteran, and land use programs. Reviews, audits, and processes taxpayer applications and affidavits for compliance and eligibility in relief programs. Manages the application, revalidation, and eligibility process for the land use deferral program. Obtains and processes information from the Clerk of the Court relating to deed transfers, deeds of correction and other recorded instruments in a timely and accurate manner. Performs subdivision plan and plat review for new residential and commercial development and inputs parcel ownership information into the Tax Management system. Works with the general public, real estate professionals, attorneys, and other state and local agencies in researching and responding to real property issues and inquiries.

This is a Part time - Benefited position with a hiring salary range of is \$20.50 – 27.68. To view the full job description or to apply, please visit our career site at www.hanovercountyjobs.com (804) 365-6075.