



MONTGOMERY COUNTY VIRGINIA

EST. 1776

TAX TECHNICIAN I COMMISSIONER OF REVENUE OFFICE

Montgomery County, Virginia
#150116-2

The Montgomery County Commissioner of Revenue Office has a full-time opening for Tax Technician I. The Position is responsible for essential duties associated with assessing taxes, assisting taxpayers with state income, collecting and processing data for assessments, assisting taxpayers and business clients by phone or in person with tax questions, and may also include processing daily mail, processing personal property, real estate, and rollback taxes, and similar tasks with a high degree of customer service and accuracy.

The position requires a high school diploma/GED equivalent, with either one year of college/vocational training or equivalent banking/accounting experience. Must be organized, detail-oriented and able to multi-task with a high level of accuracy; possess an intermediate level of computer proficiency in Microsoft Office and the ability to learn new software programs and skills; demonstrated ability to understand and follow written and oral instructions, work seamlessly with team members and independently on tasks, enjoy assisting people and have strong communications skills and excellent customer service skills.

Minimum starting pay is \$35,593+/annually DOE/DOQ, with an excellent benefits package including paid health, dental, retirement, holidays/leave time, optional benefit plans, onsite employee wellness clinic, and much more! Interested candidates should apply online at: <http://www.montgomerycountyva.gov/hr> by **Tuesday, May 20, 2025** to be considered. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007

Montgomery County, VA, is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates, including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability or protected veteran status.

