

Note: This is a Constitutional Officer position

**Deputy Clerk II
Commissioner of Revenue**

FLSA: Non-Exempt

Reports to: FT Staff as assigned

Staff Supervisory Responsibility: No



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TO APPLY**

We Value

Trustworthiness

Openness

The Highest Ethics

Efficient Stewardship

Knowledge

Collaboration

Service

People

General Service Areas/Conditions: Primarily indoor office environment in various departments with occasional site work as required. Ability to occasionally lift and/or move up to 25 lbs. Frequent interaction with the public.

Makes a daily difference through: hard work, open and honest communication, ongoing improvement and accountability.

Performs with excellence, the following tasks, including but not limited to:

- Primary responsibility of greeting taxpayers and seeing that they are assisted in a timely manner;
- Assist walk-in taxpayers and telephone inquiries regarding personal property, real estate tax relief, and state income tax issues;
- Prepare state income tax returns for Campbell County taxpayers as may be needed;
- Prepare and mail processed state income tax returns to Department of Taxation;
- Assist with data entry of state income tax returns for accelerated refund returns;
- Assist with data entry of state income tax-due and state estimated-tax returns;
- Audit state income tax returns for errors and adjustments;
- Assist with the assessment of various types of personal property as may be needed;
- Process supplemental billing of omitted tax assessments as may be necessary;
- Assist with leased vehicle assessments;
- Research and resolve problem mail from the Treasurer's Office;
- Document filing;
- Other administrative and clerical tasks as may be required.

Qualifications:

- High School diploma or GED;
- 2 years of related experience;
- Experience in preparation of state income tax returns.
- Valid Virginia Drivers' License;
- Completion of National Incident Management System (IS-100 and IS- 700 or NIMS equivalent) within 90 days of employment.

Core Skill Sets:

- General business or accounting training with a mathematical aptitude
- Ability to exercise due care in the processing and disclosure of information in accordance with the Virginia Privacy Act
- Requires ability to maintain an effective working relationship with co-workers, related state agencies, and the public in order to explain relevant local and state tax law and office policies
- Ability to research simple to general problems and draw logical conclusions

- Ability to focus on detail is required
- Experience using Microsoft Windows, Word, Excel & Outlook
- Customer Service experience desirable
- Must have a legible handwriting