

Stanly County  
Human Resources Office  
1000 North First Street, Suite 10A  
Albemarle, NC 28001

**JOB ANNOUNCEMENT**

**POSITION:** Tax Collections Supervisor

**LOCATION:** Stanly County Courthouse  
Tax Collections Office  
201 South Second Street  
Albemarle, NC 28001

**SALARY:** Negotiable DOQ

**HOURS:** 8:30am – 5pm, Monday thru Friday with one hour for lunch.

**SPECIFICATION:** This position directs and participates in the collection of current and delinquent taxes; plans, develops, implements, and modifies collection strategies, policies and procedures. Assigns, directs, and supervises Collections personnel. Prepares monthly, annual and special reports concerning current and delinquent taxes. Initiates garnishment of wages, attachment of delinquent taxpayer bank accounts, establishes payment schedules and oversees documentation associated with bankruptcy and foreclosure proceedings. Assists in preparations of the departmental budget and performs other duties as assigned. This individual works under the direct supervision of the Tax Administrator. All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.

**DESIRABLE EDUCATION AND EXPERIENCE:** High school diploma supplemented by training or experience in the collection of ad valorem taxes on the county or municipal level or a combination of education and experience. Applicant must, within the first two years of employment, attend courses in their respective area and successfully complete and subsequently maintain the coursework necessary for certification by the North Carolina Tax Collectors' Association as a deputy tax collector.

**RECRUITMENT PERIOD:** Friday January 29<sup>th</sup> until 5:00 pm February 26, 2010.

**APPLICATION PROCESS:** Applicants should submit a resume and County application to the Stanly County Human Resources Department, 1000 North First Street, Suite 10A, Albemarle, NC 28001.

Stanly County is an Equal Opportunity Employer