



## **JOB ANNOUNCEMENT**

**POSITION:** Tax Collections Supervisor

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

**SALARY:** \$33,796 or DOQ

**HOURS:** 8:30am – 5pm, Monday thru Friday

**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:** Any combination of education and experience equivalent to an associate's degree in business administration or a related field and considerable experience in tax collections or assessing sufficient to meet the necessary knowledge, skills, and abilities.

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, June 24, 2011 until 5:00 pm July 20, 2011

**APPLICATION PROCESS:** Stanly County employees who are interested in applying for this position may submit an updated resume and application to the human Resources Office. All other applicants must apply at the Employment Security Commission, 2215 US Hwy 52 North Albemarle, NC 28001. (704)982-2183

Stanly County is an Equal Opportunity Employer