LEE COUNTY POSITION ANNOUNCEMENT

POSITION: Tax Administrator

SALARY RANGE: $74,534 – 104,348 Grade 81

DESCRIPTION OF WORK:

Lee County is seeking qualified applicants for the position of Tax Administrator. The preferred applicant will plan, direct, and coordinate a comprehensive county-wide tax program. The employee supervises a department employing a variety of specialists and support personnel engaged in the appraisal of county property, maintenance of real estate records, the listing and preparation of tax bills for real and personal property, and the collection of taxes. Will serve as advisor and Clerk to the Board of Equalization and Review; representing the County on appeals heard before the NC State Property Tax Commission; advising and assisting the Board of County Commissioners on tax related matters and directing the County's revaluation program. Tact, courtesy and firmness are required in frequent contact with taxpayers. Considerable independent judgment and initiative are required.

MINIMUM EDUCATION AND EXPERIENCE:

Graduation from a four-year college or university in business, economics, public administration or a related field and five years of progressively responsible supervisory experience in tax administration or a related field, or a combination of education and experience. **Special Note: Must be certified by the North Carolina Department of Revenue within two years of appointment. Possession of a valid North Carolina driver's license.**

APPLICATION PROCESS:

All applicants must submit a cover letter, resume, and salary history with County application. Application may be returned to the Human Resources Office, 106 Hillcrest Drive/ PO Box 1968, Sanford, NC 27331. Position will remain open until filled. Pre-employment Drug Testing is required. For more information visit our website: www.leecountync.gov

EQUAL OPPORTUNITY EMPLOYER