

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Tax Appraisal Assistant (Position #441-1)
LOCATION: Craven County Tax Office
HIRING RANGE: \$24,454 - \$25,628
JOB TYPE: Full-time/Permanent/Non-Exempt
POSTING DATE: May 28, 2014
DATE AVAILABLE: Immediately
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to perform responsible technical data entry work involving the appraisal of real property for assessment purposes. Does related work as required. Work is performed under regular supervision by the Chief Appraiser.

ESSENTIAL JOB FUNCTIONS

Enters Appraisers' data into computer and verifies accuracy of data; performs skilled clerical tasks; maintains records and files and assists the public. Reviews data from appraisers' field card for errors and omissions. Records legal and appraisal information on property record cards and enters into the computer software system.

ADDITIONAL JOB FUNCTIONS

Provides assistance to the public and other County offices on property tax matters via telephone and in person. Assist Tax Appraisers as needed in completion of tasks. Scans documents and attaches scanned documents to appropriate record file. Ability to operate standard office and data entry equipment.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from High School; basic knowledge of real estate and basic computer skills.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Glenn Jones at 252-636-6640.

Craven County is an Equal Opportunity Affirmative Action Employer.

