



Madison County Vacancy Announcement

Business & Personal Property Tax Appraiser Tax Department

General Statement of Duties:

Performs responsible technical work in the tax listing and assessing of business and personal property.

This employee is responsible for appraising business and personal property at market value. Work involves auditing business listings, researching and gathering information to render an accurate judgment, preparing releases and discoveries, resolving motor vehicle tax problems and preparing related appraisal and listing problems. Review and handling public inquiries that come to the office encompass a significant portion of time. Independent initiative and judgment are required. Tact and diplomacy are required in working with property owners and their representatives.

Work is performed under the supervision of the Appraiser Supervisor.

Where to Apply:

Submit an NC State Application with a cover letter to Madison County Human Resources.

Applications will be accepted at the Madison County HR Office, at 107 Elizabeth Lane, Marshall,

Applications can be mailed to the Madison County HR Office, PO Box 579, Marshall, NC, 28753.

Applications will also be accepted via email to hr@madisoncountync.gov.

Madison County Government is an Equal Opportunity Employer.

Duties and Responsibilities:

- Ensures correctness of business abstracts and forwards to staff for data entry.
- Assists in printing, mailing and processing listing forms.
- Determines appraisal data required to establish taxable value of business and personal property.
- Research and gather information to render an accurate judgment in valuing businesses, tractor trailers and trailers.
- Audits State Income Tax returns and Business Listings to prior year to ensure proper listing procedures and identify inconsistencies.
- Calculates costs and distribution depreciation schedules.
- Approves extensions for business taxpayers within established time frames.

- Prepares releases of corrected values; changes town or fire districts information; forwards to staff for data entry.
- Calculates discovery bills for property, enters information into the computer and generates bills.
- Processes motor vehicle certifications supplied to the County by the NC Department of Revenue.
- Prepares a variety of monthly, quarterly, and year-end reports such as leased equipment.
- Handles and processes public inquiries about a variety of tax assessments and related information.
- Resolves a variety of business and personal property and motor vehicle problems for taxpayers regarding billing and listing.
- Assists with collecting taxes and listing of property over the counter in peak times.

Knowledge, Skills & Abilities:

- Considerable knowledge of principles, practices, and methods used in business and personal property appraisal work.
- Considerable knowledge of listing procedures and related NC Machinery Act laws and regulations.
- Working knowledge of the overall methods and procedures of the tax appraisal functions, activities and operations and of the organization and functions of County government.
- Ability to supervise staff in the listing and data entry process of business and personal property listing.
- Ability to research and compare tax data to ensure proper reporting procedures are followed.
- Ability to communicate effectively in oral and written forms.
- Ability to deal courteously, tactfully and firmly with the general public.
- Ability to develop and maintain effective working relationships with employees, taxpayers, and supervisors.
- Ability to interpret and explain policies, processes, and procedures.
- Ability to make accurate computations with or without a calculator.

Physical Requirements:

- Must be able to perform the basic life operational skills of stooping, kneeling, crouching, reaching, standing, walking, fingering, talking, grasping, hearing, and repetitive motions.
- Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, to operate a computer terminal, and to read extensively at distances close to the eyes.

Desirable Education & Experience:

Graduation from high school supplemented by courses in Business and Accounting and several years of experience working in listing or assessing taxes, or an equivalent combination of education and experience.

Special Requirements:

- Certification by the State of North Carolina as a County Personal Property Appraiser.
- Ability to complete tax listing training offered by the Institute of Government and the Business Personnel Property School taught by the Department of Revenue.

Salary: \$33,000.00 - \$35,360.00 annually.

This position is non-exempt, under the FLSA.

This position comes with a benefits package including participation in the Local Governmental Employee Retirement System (LGERS), paid health insurance, dental, eye, and other supplemental insurances, as well as paid vacation, sick, and holiday leave.