



# TYRRELL COUNTY GOVERNMENT

P.O. BOX 449  
108 SOUTH WATER STREET  
COLUMBIA, NC 27925

PHONE: 252.796.1371  
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## Tyrrell County Tax Department

is accepting applications until the position is filled for the full time position of:

### **Tax Collection Technician**

Graduation from high school or equivalent combination of experience and training. Salary ranges, \$27,829 to \$41,744 are based on a 35-hour work week. Comprehensive benefits package.

Responsibilities of job are as follows:

- Collect taxes at the counter, by mail or phone, generate tax receipts, record payments, and balance daily
- Assist customers with tax related questions, requests for tax cards and/or maps
- Demonstrate positive customer service
- Enter and assess personal property and business personal property
- Discover unlisted personal property
- Maintain a working knowledge of NC Machinery Act and County tax policies concerning listing, assessment, billing, and collecting
- File and maintain records
- Perform other tax related duties in the office as assigned
- Must be able to travel and attend trainings as necessary for up to three weeks at a time
- Provide support to the DMV Clerk, as necessary

Applications may be obtained online, [www.tyrrellcounty.org](http://www.tyrrellcounty.org), or from the Tyrrell County Personnel Office and submitted to the Tyrrell County Personnel Office, P.O. Box 449, 108 S. Water Street, Columbia, NC 27925. EEO/ADA/Equal Access.