



Employment Opportunity

Jackson County

Please post this employment opportunity where all employees have access.

Position: Deputy Tax Collector
Permanent Full-Time

Department: Tax Collections

Description of Duties & Responsibilities: Provides technical and operational assistance in the Tax Collections Department. Duties include collecting, distributing and balancing monies received; preparing reports and deposits as needed; addressing taxpayer concerns, questions and complaints; ensures that all legal means are used in the collection and resolution of tax payments; provides administrative support as needed and other duties as assigned.

Education & Experience Requirements: Applicant must have a high school diploma or GED, valid North Carolina driver license and strong computer and communication skills. Prefer a candidate who has a high school diploma or an associate's degree with more than one-year experience in customer service and/or cash handling experience.

Starting Salary: \$26,607.23 (Grade 16)

Jackson County provides a robust offering of employee benefits including employer paid medical and dental benefits, participation in the Local Government Employees Retirement System, paid leave (vacation, sick, and holiday), employee clinic and wellness program, and supplemental benefit offerings.

Full overview of benefits available at: <http://www.jacksonnc.org/employment-opportunities>

Application Requirements: Submit a complete State Application (PD107) to:

Jackson County	NCWorks Career Center
Human Resources Department	26 Ridgeway St., Suite 2
401 Grindstaff Cove Rd., Suite A-218	Sylva, NC 28779
Sylva, NC 28779	

State applications are available online at <http://www.jacksonnc.org/employment-opportunities> or can be obtained at the Jackson County Human Resources or the Sylva branch of the NCWorks Career Center.

Closing Date: Friday, July 20, 2018

Jackson County is an Equal Opportunity Employer.

Pre-employment drug screen and criminal background checks are required.

Jackson County participates in the federal [E-Verify](#) program.

Jackson County Human Resources Department

401 Grindstaff Cove Road ▪ Sylva, NC 28779

828-631-2212 ▪ 828-631-2266 fax