



**TAX TECHNICIAN I
TREASURERS OFFICE**

Montgomery County, Virginia

#160114-2

Montgomery County Treasurer's Office has a full-time opening for Tax Technician I. The Position is responsible for essential duties associated with the collection of taxes, keying in revenue by other departments/agencies/courts; process animal licenses; maintain daily cash and process mail/drop box payments and miscellaneous revenue; research delinquent taxes for liens/levies or DMV stop actions, and similar tasks with a high degree of customer service. The position requires a high school diploma/GED equivalent, and either one year of college/vocational training or equivalent banking/accounting experience. Must be organized, detail-oriented, and able to multi-task with a high level of accuracy; possess an intermediate level of computer proficiency in Microsoft Office and the ability to learn new software programs and skills; demonstrate ability to understand and follow written and oral instructions, work seamlessly with team members and independently on tasks, enjoy assisting people and have excellent communication and customer service skills.

Minimum starting salary \$34,556/year+ depending upon experience and qualifications. It also includes an excellent benefits package including health, dental, Virginia Retirement System and 401k/457 retirement, holidays/leave time, optional benefit plans, onsite health clinic, wellness programs, tuition/educational assistance, public sector loan forgiveness, and much more! Qualified candidates should apply at: <http://www.montgomerycountyva.gov/hr>. Application review begins immediately; the **position is open until filled**. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability, or protected veteran status.

