

Position: Property Records Specialist/GIS Coordinator

Type of Position: Permanent/Full-Time

Number of Vacancies: 1

Hours of Work: 8:00 A.M.-5:00 P.M Some overnight travel and evening meeting required

Beginning Salary: \$31,185 per year

Work Description: Performs technical and administrative work planning, organizing, and co-directing the valuation of property assessment for the purpose of taxes, creation of GIS land records and maps for the County. Work requires strong technology skills and knowledge of related NC General Statutes. Work is performed under the supervision of the County Tax Assessor and is reviewed through conferences, records and reports, and feedback from the Tax Assessor and by the NC Department of Revenue and Property Tax Commission.

Essential Duties and Tasks: Provides customer service by telephone and in person; answers inquiries about tax listings, property records, property valuations, listing procedures and requirements; assists customers with use of on-line GIS maps; refers customers to others as necessary. Assists taxpayers to list property; reviews forms and corrects errors; sorts form according townships as they are received through mail; stamps late forms for penalties; alphabetizes forms; enters listing changes into data base and balances by township; puts listing forms in books according to abstracts. Issues applications for exempt properties; audit one eighth of all accounts that have exemptions applied to them including farm use audits, senior exemptions, churches, etc. Notes deed transfers on tax cards and revenue stamps; writes parcel ID number on deed originals. Lists business personal property and enters into database; mails valuation notification; reconcile any change; request business IRS records; update depreciation schedules. Sends out work sheets to mobile home park owners to list mobile homes including owner, size, type and lot number; enter updates into data base; verify ownership; reconcile number of mobile homes with number of authorized trash cans. Issues discovery and omitted bills with penalty calculations; researches boat ownership through Wildlife office for discovery purposes. Picks up, sorts and reviews mail. Keys a variety of data into tax listing data base including tax listings, values of personal property; situs of property, address changes, etc. Adjusts vehicle values for high mileage or bill of sale; coordinates vehicle valuation issues with License Plate Agency staff; verifies when tags are turned in; updates trailer values in NCVTS; corrects default addresses and transfers default addresses to other counties for owners living in other counties. Reviews and signs off on survey maps to be recorded; checks for signatures, dates, directional scale, and seal; sends copy to Register of Deeds. Prints and issues tax cards to customers with property information such as value, square footage, size, parcel ID, deed book and page number, previous sale prices and dates, number of rooms, etc. Plans, organizes, and participates in a four to eight year revaluation process; participates in the appraisal processes and appeals; assigns addresses; works with 911 to maintain up to date records. Creates GIS land records and tax maps; creates overlays of fire districts, voter districts, County Commissioner districts, municipal boundaries, water system maps, etc. Performs deed transfers, researches property ownership. Explains tax laws, policies and procedures to property owners, attorneys, real estate specialists, and to the general public.

Minimum Training and Experience: Some general knowledge of State laws governing the administration of taxes on real and personal property. General knowledge of accepted practices in assessing and appraising real and personal, residential, commercial, and industrial property. Ability to deal courteously and tactfully with the public. Ability to handle sensitive and controversial tax appeals

and other situations. A valid driver's license is required. Graduation from a four-year college or university preferred with a major in business, economics, public administration, or related field; or an equivalent combination of a 2 year associates degree education and experience. Willingness to obtain special training and certification by the Department of Revenue as prescribed by the Machinery Act of the State of North Carolina.

Application Process

Excellent benefits package offered. State application (PD-107) must be completed and returned to the NC Works Career Center located at 407 East Blvd, Williamston, NC 27892 by 5pm on Friday, June 15th, 2018. All successful applicants must submit to drug screening and background checks. Appointment for interviews will be made by the Martin County Tax Assessor's Office. No phone calls please. Open until filled.

Martin County is an Equal Opportunity Employer.