



Onslow County Position Vacancy Announcement

TAX ADMINISTRATION

POSITION TITLE: LAND RECORDS CLERK

Position Number

4140-00112

Hiring Range

\$23,868 - \$31,028

Opening Date

February 4, 2011

Closing Date

February 14, 2011

How to apply?

Applications must be submitted by 5 pm on the closing date to:

Onslow County HR

220 Georgetown Road, Suite 100
Jacksonville, NC 28540
910-347-7600 Phone
910-347-2793 Fax

Onslow County provides eligible employees with a competitive benefits package including paid health and dental insurance, paid holidays, and other optional benefits.

Onslow County Human Resources Office is **not** responsible for failure to receive faxed applications. Please take a moment to ensure your transmission was received.

Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Onslow County. This service, if required, will take precedence over duties described in this position vacancy announcement.

ONLOW COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER
M/F/D/V

Position Responsibilities

This position performs intermediate skilled clerical work in the maintenance of the County's real estate title and tax records, Land USE Value Assessment Program and exemptions. Duties include performing data entry duties and assisting citizens and others with real estate questions and matters. Work is performed under regular supervision of the Land Records Supervisor.

Knowledge, Skills, and Abilities

Knowledge of:

- The principles and terminology related to real property transfers;
- The operation of the principles and practices of dealing with real property transfer and tax issues;
- The North Carolina Machinery Act;
- Land USE Value Assessment Program and exemptions;
- Standard office procedures and practices.

Ability to:

- Establish and maintain effective working relationships with county officials, co-workers and the general public.

Minimum Education and Experience Requirements

Any combination of education and experience equivalent to graduation from high school and six months to two years experience in real estate, real estate tax issues, banking or paralegal research, data research analysis and clerical procedures.

Special Requirements

Completion of Fundamentals of Property Tax Listing and Assessing within two years of employment.