

Deputy I, Brunswick County
Commissioner of the Revenue

Qualifications: High school diploma or GED equivalent required. Individual must be friendly, courteous, dependable, professional, have good communication skills, have good work ethics and able to work well with the public.

Position requires accuracy, efficiency, and confidentiality. Experience with AS400 IBM computer system, PC applications and similar work experience a plus. Must have a minimum of 12 months office/clerical experience.

Duties are related to personal property, real estate, state income and estimate taxes, etc. Duties include but are not limited to: answering phone, assisting taxpayers with real estate data upon request, filing personal property returns, processing Virginia state income tax and estimate returns, and other duties as assigned.

Salary range: \$26,000 - \$26,500

If interested, please mail or deliver in person your resume and references to:

Camilla Clayton-Bright
Commissioner of the Revenue
P.O. Box 669
Lawrenceville, VA 23868

Deadline for applicants is: Until position is filled
An Equal Opportunity Employer

Please "No inquiries" concerning applications