

## Tax Collector

The City of Hamlet is currently accepting applications for the Tax Collector position. Responsibilities include, but are not limited to the preparation and distribution of tax bills and special listings of delinquent taxes, preparation of reports and garnishments, explaining tax policies and procedures to the public in a courteous and professional manner, and maintaining tax records. This position also provides utility customer service and revenue collections. Must possess strong oral and written communication skills, as well as excellent computer knowledge. Associates Degree required, Bachelor's Degree preferred. Tax Collector Certification required or must obtain within a reasonable amount of time. Experience in municipal tax collection preferred. Salary is dependent upon qualifications. Submit resume and city application to: Edna Miles, Personnel Director P.O. Box 1229 Hamlet, NC 28345 or to [emiles@hamletnc.us](mailto:emiles@hamletnc.us) . City applications may be found at Hamlet City Hall 201 Main St. or at [www.hamletnc.us](http://www.hamletnc.us). Open until filled. EOE