

* IN HOUSE NOTICE (OPEN FOR APPLICATIONS FROM JULY 19TH TO AUG 2ND) *

POSITION AVAILABLE

TAX COLLECTION SPECIALIST

Applications are now being accepted for the position of Tax Collection Specialist. This is a specialized position in the tax collection office. This employee oversees the collection of delinquent revenue, must be extremely organized, and performs legal secretarial duties related to tax sale preparation and bookkeeping duties with a high degree of accuracy and detail. The successful candidate should possess either post high school training/certificate program in paralegal studies, or as a legal secretary or in accounting or an equivalent education, training and experience can be substituted for the required education. Experience working with billing and collection software systems, as well as Microsoft EXCEL and WORD is preferred. This position reports to the Supervisor of Tax Collection.

Application forms and job descriptions may be obtained from the Human Resources Office, Room 214, Somerset County Office Complex, 11916 Somerset Avenue, Princess Anne, Maryland, and also online at www.somersetmd.us.

Completed job applications must be returned on or before 4:30 P.M., Monday, August 2, 2021. For any questions, contact Gene Adkins, Finance Director at 410-651-0044 or Willis Dryden, Supervisor of Tax Collection at 410-651-0440.

SOMERSET COUNTY COMMISSIONERS

Ralph D. Taylor
County Administrator

EQUAL OPPORTUNITY EMPLOYER