

The City of Galax is seeking qualified applicants for the position of Deputy Commissioner of the Revenue. Submit a completed application and release form to City of Galax, Judy Bolt, Human Resources Director, 111 E. Grayson Street, Galax, VA 24333 or email to [jbolt@galaxva.com](mailto:jbolt@galaxva.com). The position is open until filled. The City of Galax is an Equal Opportunity Employer.

**DEPUTY COMMISSIONER OF THE REVENUE  
CHIEF DEPUTY**

FLSA Status: *Non-Exempt*

**General Definition of Work**

Manages the office of the Commissioner of the Revenue. Performs all duties and responsibilities as defined by the Code of Virginia. In the absence of the Commissioner of the Revenue, will assume the accountability and responsibility for the duties of the Commissioner's office. Takes independent actions and calculated risks. Work is performed under the general supervision of the Commissioner of the Revenue.

**Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

**Essential Functions**

**REAL ESTATE:**

- Maintains the annual database of real estate parcels in the city for billing purposes.
- Processes the information received from the Clerk of Court for Grayson and Carroll Counties reporting of deed transfers. Transfers the new owner information, creating account numbers, etc. within the cities real estate program. Provides detailed information regarding the sales information to comply with state mandated annual data requests.
- Obtains deed information for property sales from the internet web-based court reporting system. Capable of interpreting the legal information provided in the recorded deeds.
- Using the recorded metes and bounds of property transfers, splits, adjustments, performs map drawing for internal map use as well as information given to the GIS administrator.
- Ability to incorporate newly drawn boundaries into existing mapping.
- Coordinates with the City GIS on mapping of new parcels, understanding existing old and new mapping and providing parcel information on new parcel ownership.
- Maintains general understanding of the city's zoning maps as well as the basic regulations and stipulations of such.
- Performs annual reviews of all sales data for state mandated reporting.
- Maintains the Proval Real Estate Software program.
- Understands, maintains and manages the process of transferring all real estate data into the billing and collections software programs of the Finance office.
- Serves as a liaison between the tax assessment of the Commissioner's office and the tax billing and collections of the Finance office.
- During the four year cycle of city's Real Estate Mass Appraisal, performs the duties required to assist the firm chosen by the city to reassess all of the approximately 4,000 individual land parcels.
- Assists in certifying the annual real estate assessments over to billing.

**PERSONAL PROPERTY:**

- Responsible for all personal property assessments; personal and business vehicles, boats, trailers, motor-homes, campers' motorcycles and any and all DMV licenses vehicles.
- Maintains understanding of the Virginia Department of Motor Vehicles vehicle files and participates in the MOU with the agency.
- Capable of downloading monthly, semi-annual, and annual DMV files. Massages these files to determine appropriate garage jurisdiction reporting.

- Coordinates with other Commissioner's offices to determine correct vehicle assessment.
- Maintains annual vehicle personal property files for previous years to accurately assess taxpayers.
- Works with the Finance office regarding taxpayer disputes that have led to independent collection management.
- Responsible for the delivery of the Car Tax Relief Act annual allocation of funds from the state and its distribution to eligible tax payers.
- Develops vehicle listing to be sent to NADA or other 3<sup>rd</sup> party for evaluation of vehicles.

#### BUSINESS PERSONAL PROPERTY AND MACHINERY & TOOL:

- Tax Relief for Elderly and Disabled as well as for disabled military veterans.
- Develops listing for the annual billing of the Vehicle License Fee. Manages the taxpayer disputes regarding the VLF program.

#### BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSE:

- Maintains annual listing of existing businesses. Sends annual reporting information to all 600+ businesses. Assesses annual business license fees. Maintains Quarterly payment schedules. Enters and maintains the BPOL licensing software program for the city.

#### VIRGINIA STATE TAX ASSESSMENTS:

- Maintains general understating of the annual state tax return. Orders state forms and provides assistance to taxpayers regarding forms, mailings, etc.
- Provides assistance in filling out state tax returns for local taxpayers.

### **Knowledge, Skills and Abilities**

Serves as the central point of contact with the Director of Finance office regarding all issues of assessment, billing and collections regarding computer software. Serves as a liaison for the taxpayer between the assessment and the billing/collections departments of the city. Maintains understanding of the operations of the Director of Finance, Building Official, Zoning, and GIS offices. Provides a central point of contact for taxpayers to provide information and direction pertaining to the needs of the individual. Manages difficult or emotional customer interactions and situations.

Some knowledge of standard office methods, techniques and procedures, business English, spelling and arithmetic; general knowledge of and ability to operate personal computers, associated hardware, software and peripheral equipment; ability to follow oral and written directions; ability to perform arithmetic computations with speed and accuracy, ability to make decisions relating to assigned operations in conformance with applicable laws and policies; ability to establish and maintain effective working relationships with associates and customers.

### **Education and Experience**

Associates degree with moderate experience involving client contact, or equivalent combination of education and experience.

Preferred: Bachelor's degree in business or accounting. Prior local government experience with a general knowledge of local taxes and licensing.

### **Physical Requirements**

This work requires the occasional exertion of up to 10 pound of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.  
City of Galax resident preferred.