

# ***Sumter County***

## ***Tax Collector***

7375 Powell Road • Wildwood, FL 34785 • Phone (352) 689-4420 • FAX: (352) 689-4421  
Website: <http://sumtercountyfl.gov>



### **EMPLOYMENT OPPORTUNITY**

AGENCY NAME: TAX COLLECTOR

POSITION TITLE: **Customer Service Specialist**

SALARY: Salary range is \$13.69 - \$21.76. (Starting hourly rate will not exceed midpoint of range posted.) Commensurate with experience and licenses. Benefits package.

JOB LOCATION: Tax Collector

APPLICATION DEADLINE: **February 15, 2013 at 5:00 p.m.**

BRIEF JOB DESCRIPTION: Responsible clerical position working with the public regarding the acceptance of ad valorem taxes, non-ad valorem taxes, delinquent taxes, driver license applications, motor vehicle payments, and hunting and fishing license applications. Processing payments, answering inquiries, assisting in the completion of forms and maintaining files to support the varied functional areas of the office conforming to state requirements. Records are prepared for internal control, data processing and reports.

MINIMUM QUALIFICATIONS: Graduation from an accredited high school or possession of an acceptable equivalency diploma. Two (2) years general clerical experience; Tax Collector related work preferred. Valid Florida Driver's License and a driving record acceptable to insurance provider.

TO APPLY: Submit a completed Employment Application online at [www.sumtercountyfl.gov](http://www.sumtercountyfl.gov)

The Board of Sumter County Commissioners is an Equal Opportunity/Affirmative Action Employer. It hires only U.S. Citizens and lawfully authorized alien workers. Preference shall be given to certain veterans and spouses of veterans as provided by Chapter 295, Laws of Florida. If you need an accommodation because of a disability in order to participate in the application/selection process, please notify us in advance.