

CITY OF ABBEVILLE

The City of Abbeville has an opening for a **Tax & Permit Specialist**. Positions of this class are responsible for calling on individuals and firms who are delinquent in payment of property taxes, or acquiring occupational licenses, beer, liquor and amusement licenses; however, the employee exercises independent judgement within a framework of established policies and procedures. The incumbent works under the general supervision of the Director of Revenue and Tax.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

- Prepares tax notices, collects tax payments, prepares records for sale of property due to delinquent taxes.
- Prepares various utility permits (water, sewer, electric, building, etc.) with the Public Works Director to verify code compliance.
- Notifies alcoholic beverage retailers of need for permit renewal Notifies property owners of code violations, and bills property owners for work done pertaining to violations of property.
- Verifies and issues appropriate licenses and permits for individuals and businesses in compliance with all state, federal, and local laws.
- Performs related work as required and may be required to perform field inspection to various residential and commercial properties.
- Knowledge of modern office practices, procedures, and equipment.
- Ability to make arithmetic calculations and tabulations accurately.
- Ability to deal with the general public in a courteous and tactful manner.
- Ability to read comprehensively and explain clearly the sections of the laws, regulations, policies, and procedures relative to tax and license requirements.
- Knowledge of tax laws, license requirements, regulations, procedures, and enforcement processes related to the collection of delinquent taxes and licenses are encouraged.

Applications can be obtained at Abbeville City Hall, 101 North State Street, Abbeville, LA. **Deadline to apply is noon September 4, 2019.** Applicants must have High School Diploma, or equivalent, and be a registered voter. Paid holidays, vacation, sick leave, life and health insurance, and retirement plan. Civil Service job security. The City of Abbeville is an EOE.