



County of Mitchell  
Bakersville, North Carolina

# Tax Assessor



**YOUNG**   
Associates

*Hiring Specialists for  
Local Government.*

*172 Wembley Road, Asheville, NC 28804 828-691-6555*

## Position Overview

If you are a Tax Assessor who meets our qualifications, beautiful Mitchell County is calling you home. Our attraction is obvious: cool summer days, mountain air, and breathtaking fall colors that spread across the mountains like a quilt. Our small towns are known for their quaint mountain village atmosphere and focus on the arts.



Duties include the responsibility of overseeing the County's tax process in accordance with the provisions of the Machinery Act of North Carolina. An employee in this position plans, organizes, and directs the work of staff responsible discoveries, listing, assessing all tax property, maintaining property and tax records, maintaining other files, and handling appeals and public contacts on tax assessments. In addition, the Tax Assessor should research and develop new and revised procedures and forms to meet changing needs and to improve departmental efficiency. Work involves developing policies, procedures, and methods for program operations; handling budget and personnel matters; working with sensitive and controversial issues in the tax assessment, valuation, and revaluation. All work is to be performed in accordance with state statutes and local ordinances under the general direction of the County Manager and the Board of Commissioners.



## The Community



Mitchell County is located in western North Carolina, approximately 50 miles northeast of Asheville, NC and 25 miles southeast of Johnson City, TN. It is located in the Blue Ridge Mountains. The county's total land area is 220 square miles. Bakersville is the county seat, with a population of approximately 400. The county's largest town, Spruce Pine, is located in the southern part of the county and has a population of approximately 2,000.

The county's average year-round temperature is 52 degrees and it receives an average of 46.7 inches of rain annually. Elevation ranges from 1,700 to 6,313 feet above sea level with an average elevation of 3,000 feet.

The mountain climate is particularly appropriate for any number of popular outdoor activities such as whitewater rafting, hiking, backpacking, camping, fishing, horseback riding, canoeing, kayaking, mountain biking, picnicking, skiing and much more.



Mitchell County was formed in 1861 from parts of Burke County, Caldwell County, McDowell County, Watauga County and Yancey County. It was named in honor of Elisha Mitchell, professor of mathematics, chemistry, geology and mineralogy at the University of North Carolina from 1818 until his death in 1857.

The creation of Mitchell County was brought about by the question of secession during the build up to the Civil War. The Northern half of the region strongly supported the Union and wanted to part company with the Southern half, which favored secession. The opportunity that enabled this split came about when Jacob



W. Bowman, a rising young politician from what is now Bakersville, was elected to represent Yancey County in the N.C. legislature. Eager to serve his constituents living north of Toe River, young Bowman was instrumental in the passage of an act that created the new county.

Mitchell County brings you the best of two diverse worlds: whether you're a lover of fine craft or an outdoor enthusiast, it's easy to see the inspiration and draw of our beautiful mountains. At every turn, our mountain towns and attractions will welcome you with "Hand Made Hospitality".

You'll find plenty to do here in Mitchell County, and there's something for everyone. whitewater rafting, hiking, craft collecting, fishing, gallery and studio touring, gemstone mining. Fill your trip itinerary with all the activity you can handle, or sit on a rock with your feet in a briskly moving mountain stream and relax, letting the beauty and tranquility of nature take your worries away. You'll discover that time here in these ancient mountains moves at its own pace: yours.



## Job Requirements



This position requires graduation from a four-year college or university with a major in accounting, business, economics, or a related field with four years experience in property appraisal and real estate with administrative and supervisory experience in tax or business setting; or an equivalent combination of experience and training. The Tax Assessor should have considerable knowledge of the North Carolina Machinery Act, County tax laws, construction cost, land values, and the functions of County Government. The abilities to deal tactfully with the public and to supervise employees are essential. The candidate must hold current Tax Licenses as a County Assessor recognized by North Carolina Department of Revenue as prescribed in the Machinery Act of North Carolina or be willing to complete these in the allotted time frames.

## Compensation / Benefits

A hiring range has been established from \$43,680-\$65,802. Mitchell County participates in the State Health Plan with 80/20 coverage. The County pays 100% of employee costs.

## Application Process

Please send cover sheet and resume to Leigh Young by August 20, 2009:

Leigh Young  
Young & Associates  
172 Wembley Road  
Asheville, NC 28804  
[leigh@YoungandAssociates.com](mailto:leigh@YoungandAssociates.com)





## Tax Assessor

# *Application Cover Sheet*

**Please send this cover sheet with your resume to:**

Leigh Young  
Young and Associates  
172 Wembley Road  
Asheville, NC 28804  
[leigh@YoungandAssociates.com](mailto:leigh@YoungandAssociates.com)

Name  
Address  
City, State, Zip Code  
Home Phone  
Business Phone  
Cell Phone  
E-mail Address  
Current Employer  
Current Position  
Current Salary  
List any relatives that currently work for Mitchell County:

By submitting this document, I am applying for the County of Mitchell Tax Assessor position. All materials I have or will provide to the County in this regard are accurate and complete to the best of my knowledge. I further understand that major omissions or erroneous information will be sufficient cause for disqualification from the process or dismissal from employment if I am hired.

During the course of this selection process, the County will be conducting a background investigation on the leading candidates. I am giving permission for the County to seek information about my education and experience and suitability for this position from employers (past and present, references (both provided by me and developed), educational institutions, the military, law enforcement, court records, Motor Vehicle records, or other sources with which I have indicated an affiliation. This information will be kept confidential and will be used solely for the purpose of aiding in the selection process for this position. I understand that references nor my current employer will not be contacted without my prior knowledge and permission. I indemnify and hold harmless Mitchell County, Young and Associates, and all other individuals and entities connected with this search.

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Signature

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Date

***The County of Mitchell is an Equal Opportunity/Affirmative Action Employer that does not discriminate in employment or the provision of services on the basis of race, color, national origin, sex, religion, age, sexual orientation, disability (unless a bona fide requirement of the position and other non-job related factors.***