

**TOWN OF UNIONVILLE
JOB OPENING
CLERK/TAX COLLECTOR/LAND USE ADMINISTRATOR**

SALARY RANGE: Commensurate to experience and qualifications

OPENING DATE: JULY 16, 2024

CLOSING DATE: AUGUST 16, 2024

Town of Unionville is a community with a rich history, grounded in tradition with a vision for the future. We work closely with and support Unionville Elementary School, Piedmont Middle School and Piedmont High School, along with the Unionville Volunteer Fire Department, Unionville Lions Club and Samuel F. Keziah American Legion Post #535.

Essential Functions

As the only full-time employee, the Clerk/Tax Collector/Land Use Administrator is self-reliant. This candidate will work closely with the Mayor, Town Council, the Town Attorney and Finance Officer, providing and recording minutes and preserving records of all Town business. The Clerk plans all Town events and coordinates with various clubs regarding the Town's involvement with their events. The Tax Collector works closely with Union County and maintains and reports all the Town's ad-valorem tax records. The Land Use Administrator advises the Town Planning Board, maintains and enforces the Town's Land Use Ordinance and maps, and works closely with the Town residents regarding land use and zoning.

Knowledge, Skills and Abilities

Considerable knowledge and skill as a self-starter, exercising good judgment in decision making, skill in establishing rapport with elected officials, staff and residents; ability to verbally communicate findings.

Education and Experience

Minimum Training: Demonstrated possession of knowledge, skills and abilities gained through at least two years of experience in performing similar tasks; or graduation from a two-year associate degree program emphasizing governmental services, which includes a six-month practice/internship in a similar setting. Proficiency in all components of Microsoft 365.

Benefits

A full suite of personal benefits including Medical, Dental, Vision and life insurance options. Enrollment in the North Carolina Pension and 403B program.

Paid Holidays - (10) New Year's Day, Martin Luther King Holiday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), Christmas (2 days)

Annual Leave - After one year – 10 days; after 5 years – 15 days; after 10 years – 20 days; after 20 years – 25 days

Sick Leave - 10 days per calendar year after a 6-month probationary period, cumulative for an unlimited number of days