



Part Time Position in Southampton County Commissioner of the Revenue Office

Personal Property/Proration Clerk
24-29 hours per week

Must have excellent customer service & telephone skills; some knowledge of general laws governing personal property taxation preferred; ability to prepare & maintain personal property files, make arithmetical calculations quickly & accurately, and operate standard office equipment; ability to establish & maintain effective working relationships with county officials, co-workers, and the general public.

Please submit resume to P.O. Box 760,
Courtland, VA 23837