

Essex County Commissioner of the Revenue



Job Title: General Office Clerk

Status: Part time, Salary - \$13.25 per hour or higher DOQ (no benefits), approximately 24 hours per week for 13 weeks

The Commissioner of the Revenue for Essex County is seeking a part time highly motivated individual to perform responsible clerical work for the office of the Commissioner of the Revenue. Duties will include assisting citizens and taxpayers, processing mail, scanning and filing records, answering telephone inquiries, and other duties as assigned.

For more information please contact the Commissioner, Thomas M. Blackwell, at 804-443-4737 or visit the Essex County Website [Employment](#) page. To be considered, a completed Essex County employment application is required and may be obtained online at the County's website. Completed applications should be submitted to Juanita Sydnor, Payroll & Human Resources Manager, P. O. Box 1079, Tappahannock, VA 22560. Open to all applicants. Application deadline is 4:30 pm, February 24, 2023.

Essex County is an equal opportunity employer.