

Full time Deputy Clerk position at the Commissioner of the Revenue Office of Smyth County located at 109 W. Main Street,
Marion, Virginia 24354 Suite GO11

The applicant shall perform clerical duties, must be able to work independently and be able to handle confidential information with discretion. Duties include, but are not limited to, greeting and assisting citizens in person, by phone and by email. Thus, communication skills are of importance.

Skills and Abilities Required:

Good time management, ability to meet deadlines and a good knowledge of business arithmetic. Office management skills including knowledge of office equipment, practices, and procedures. Proficiency in Word and Excel is preferred.

Education and Experience:

An Associate degree is preferred, however not required. Experience in meals tax, transient occupancy tax, income tax preparation, personal property and real estate a plus.

Annual Salary Range: DOQ plus County benefit package.

Applications for employment available online at www.smythcounty.org. Please submit applications to drobinson@smythcounty.org.

Applications accepted: August 28, 2023 – Position open until filled.