

# **KING AND QUEEN COUNTY**

## **COMMISSIONER OF THE REVENUE'S OFFICE – Deputy 1**

Applications are being accepted for the position of full-time Deputy 1 to work in the King and Queen County Commissioner of Revenue's Office located in the King and Queen County Administration Building, 242 Allen's Circle, King and Queen Courthouse, Virginia. Candidate will be responsible for performing skilled clerical work assisting with the operation of the Commissioner's Office. Primary tasks include: assisting taxpayers, including real estate, personal property, and the review of state income tax returns, have a comprehensive understanding of property assessments, use of a computer, fax and other office machines.

Candidate must have education, or prior experience in a related field, as well as customer service experience; must also possess excellent public relation and communication skills; good organizational ability and multi-tasking skills, and be punctual; willingness to be cross-trained within the office; be available to participate in on-going educational classes regarding state code. Computer experience is required. Knowledge of the Bright Software System is preferred. Excel experience is necessary.

Starting salary is \$32,159 plus benefits.

Applications and job descriptions are available on our website: [www.kingandqueenco.net](http://www.kingandqueenco.net) and are also available from the King and Queen County Commissioner of the Revenue's Office, King and Queen County Administration Building, 242 Allen's Circle, Suite I, King and Queen Courthouse, VA 23085.

Applications may be submitted in person to King and Queen County Commissioner of the Revenue's Office, 242 Allen's Circle, King and Queen Courthouse, VA 23085 or by mail to P. O. Box 178, King and Queen Courthouse, VA 23085. Position is open until filled.

King and Queen County is an equal opportunity employer.



Office of the Commissioner of Revenue  
 P. O. Box 178, King and Queen Courthouse, Virginia 23085  
 Phone: (804) 785-5976 – Fax: (804) 785-5880

**King and Queen County Commissioner of Revenue’s Office**

**King and Queen County  
 APPLICATION FOR EMPLOYMENT**

**NOTICE: King and Queen County only employs U.S. Citizens and aliens authorized to work in the United States. In connection with this, all offers of employment are contingent on the production of certain documents that establish identity and eligibility to work in the U.S. U.S Citizens will be required to produce a valid driver’s license or ID card with photo and an original Social Security Card or a certified copy of a birth certificate or other documents that establish identity and eligibility to work in the U.S.**

**King and Queen and its employees are subject to the Drug-Free Workplace Act of 1988. You will be subject to drug and alcohol testing requirements.**

<b>PERSONAL INFORMATION</b>		
<b>Please provide your personal and contact information.</b>		
<b>Name (Last, First, MI)</b>		<b>Nickname</b>
<b>Street Address</b>		
_____		
_____		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
_____	_____	_____
<b>Mailing Address (if different from above)</b>		
_____		
_____		
(____) - _____ - _____	(____) - _____ - _____	(____) - _____ - _____
<b>Home Phone</b>	<b>Cell Phone</b>	<b>Other Phone</b>
_____	_____	_____
<b>Position Applying For:</b>		
_____		
<b>E-mail Address</b>		
_____		
<b>Are you at least 18 years of age?</b>		
_____		

## REFERENCES

**Please provide three personal references.**

1) \_\_\_\_\_ (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Reference's Name Phone Number

\_\_\_\_\_ Email Address: \_\_\_\_\_  
Mailing Address

2) \_\_\_\_\_ (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Reference's Name Phone Number

\_\_\_\_\_ Email Address: \_\_\_\_\_  
Mailing Address

3) \_\_\_\_\_ (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Reference's Name Phone Number

\_\_\_\_\_ Email Address: \_\_\_\_\_  
Mailing Address

**EDUCATION**

**Please provide the following educational information.**

\_\_\_\_\_  
Name of High School Attended                      City, State                      Dates Attended

Circle the highest grade you have completed:      1   2   3   4   5   6   7   8   9   10   11   12

Circle all that currently apply to you:

GED    High School Diploma    Associate's    Bachelor's    Master's    Doctoral    Business

List all colleges, universities, trade, vocational and military schools you have attended:

\_\_\_\_\_  
Name of Institution                      City, State                      Dates Attended

\_\_\_\_\_  
Name of Institution                      City, State                      Dates Attended

\_\_\_\_\_  
Name of Institution                      City, State                      Dates Attended

Are you fluent in any foreign languages? (Circle one)                      Yes                      No

If so, list the language(s). \_\_\_\_\_

Typing Skills \_\_\_\_\_

Give information regarding your office and computer experience including Software knowledge and skills? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OTHER**

If offered employment by the County, when will you be able to start work:

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Is anyone related to you either an official of or now employed by King and Queen County? If yes, give name and position with County:

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**EMPLOYMENT**

**Please provide the following experience information beginning with the current or most recent and working back from the last ten years. (If more space is needed please use additional sheet.)**

\_\_\_\_\_  
Employer (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Your Job Title Immediate Supervisor

\_\_\_\_\_/\_\_\_\_\_  
Begin Date End Date

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_  
Employer (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Your Job Title Immediate Supervisor

\_\_\_\_\_/\_\_\_\_\_  
Begin Date End Date

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_  
Employer (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Your Job Title Immediate Supervisor

\_\_\_\_\_/\_\_\_\_\_  
Begin Date End Date

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

This application when properly completed and accepted by appropriate company personnel will remain active for 30 days from the date accepted and will be considered for any vacancy during this period for which the applicant has applied. This application will not be considered for employment vacancies beyond the 30-day period, unless renewed in person by the applicant.

I hereby authorize, without liability, any person or organization whose name I have given as a reference, or by whom I have previously been employed, to furnish the King and Queen County Commissioner of Revenue Office any information they may have concerning my character, habits, ability, financial responsibility, job performance and reasons for leaving employment. I hereby release all such persons and organizations from any claims for damages of any kind which may result by reason of furnishing such information.

I understand that if hired by the King and Queen County Commissioner of Revenue, my position is at the pleasure of the Commissioner and that I may be released from my duties by the Commissioner at will.

I have read and understand each of the paragraphs appearing in this application and further certify that this application was completed by me and that all entries and information placed on it are true and complete. I understand that any false, incomplete or deceptive response made by me on this application or other required documents shall be grounds for denial of employment or discharge.

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Signature of Applicant

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Date

**Please mail completed application to:**

**King and Queen County Commissioner of Revenue**

**P. O. Box 178**

**King and Queen Courthouse, Virginia 23085**

**Attn: Kelly Lumpkin**

**OR**

**Deliver in person to our office at:**

**242 Allen's Circle, Suite I**

**King and Queen Court House, VA 23085**

**OR**

**Email: [klumpkin@kingandqueenco.net](mailto:klumpkin@kingandqueenco.net)**

**PLEASE ATTACH YOUR RESUME WHEN SUBMITTING THE APPLICATION.**