



## **CIGARETTE TAX COMPLIANCE AGENT**

### **Job Summary/Scope:**

The Blue Ridge Cigarette Tax Board (BRCTB) seeks a part-time Cigarette Tax Compliance Agent. The successful applicant will report to the Thomas Jefferson Planning District Commission (TJPDC), a regional planning agency located in Charlottesville, Virginia. The TJPDC is serving as the Administrator to the BRCTB, to administer cigarette tax ordinances of the member jurisdictions, which are the Counties of Albemarle, Augusta, Fluvanna, Greene, Madison and Orange, the City of Charlottesville, and the Town of Madison. This position involves responsible technical and administrative work including field inspections, record keeping, reporting and auditing to ensure compliance with local cigarette tax ordinances.

### **Essential Functions:**

Responsibilities of the Cigarette Tax Compliance Agent include conducting oversight and seeking compliance with cigarette tax ordinances in member jurisdictions. Duties include, but are not limited to, working with retail establishments to educate them on tax ordinance compliance; conducting field inspections and audits of retail establishments; tracking tax stamp inventory; and investigating non-compliance and delinquent tax cases.

Applicants should have strong written and oral communication skills and be familiar with principles of ordinance enforcement, including having the ability to communicate relevant regulations, policies and procedures. Applicant should be able to work independently and exercise a considerable degree of independent judgment, and have exemplary interpersonal skills for establishing and maintaining effective working relationships with others.

The majority of work is performed off-site with extensive time travelling throughout the BRCTB footprint. May be required to lift 10-20 pounds or more. A Virginia Driver's License is required. Proficiency with Microsoft Office is required. Prior experience in a community-based liaison position is preferred.

**Compensation:** The BRCTB Compliance Agent position is part-time (20 hours/week, Non-Exempt) with no benefits. Hiring salary range: \$20,000 - \$25,000 depending on qualifications and experience.

**To apply:** To view complete posting and apply online, visit our website at [www.tjpd.org/apply](http://www.tjpd.org/apply). Posting is open for application until filled. Resume, cover letter, salary history, and completed job application are required for consideration. Applications may be submitted online or downloaded from [www.tjpd.org/apply](http://www.tjpd.org/apply) and sent or emailed to the Thomas Jefferson Planning District Commission, 401 East Water Street, Charlottesville, VA 22902, [info@tjpd.org](mailto:info@tjpd.org). No phone calls please.

*An Equal Opportunity Employer*