

EILEEN CARLOS

415 RANCOCAS AVENUE RIVERSIDE, NJ 08075

My objective is to secure a position as the Burlington County Tax Administrator to create a relationship between the 40 municipal tax assessors that would form a bond of understanding with their office and the public.

QUALIFICATIONS *Fifteen years* of experience in tax assessment, strong communications with co-workers, administration, flexible, good listener, time management, organized, helpful, considerate, enjoys working with the public. *Seventeen years in a public school* granted the experience with working with the public, computer programs, organizational skills. As the office manager (principal's secretary) worked closely with the principal and district administration with all aspects of the educational function.

EXPERIENCE

MARCH 2013 - PRESENT

TAX ASSESSOR, TOWNSHIP OF BORDENTOWN

- Charged with the responsibility to negotiate on behalf of the township committee at County Tax Board hearings as well as State Tax Court with property tax appeals
- Data collection and entry of property values in Mod IV using CAMA in Microsystems
- Department head
- Responsible for township maps, property tax list and property assessed values
- Has the responsibility to the citizens of the municipality, to the governing body, to the County Board of Taxation and to the Director of the Division of Taxation
- Responsible for the municipality for the allocation of funds to properly operate the department as well as maintain regular office hours to be available to the general public
- responsible to the director for following prescribes procedure and using officially promulgated forms. The Division of Taxation Property Administration, Local Property Branch serves as the administrative agency through which the Director contacts the local Assessor regarding required actions and provides advice and assistance where necessary

JULY 2003 – PRESENT

OFFICE MANAGER/PRINCIPAL'S SECRETARY, LENAPE REGIONAL HIGH SCHOOL DISTRICT – SHAMONG, NJ

- Works directly with the principal to set schedules, interviews, calendar of events
- Create documents and letters for multiple purposes either interoffice or public
- Oversee the attendance of staff and staff needs – schedule substitutes
- Creates purchase orders and involved in department budget
- Registrar and Student Attendance Clerk duties
- Scribe to Principal in emergency situations
- Trainor of new employees

- Works with all Microsoft office products and new programs designed specific to the needs of the District
- Communicates with District Office for specific District/Student needs

2005-2011

PAST PRESIDENT, BURLINGTON COUNTY BOARD OF TAXATION

49 RANCOCAS ROAD

MT. HOLLY, NJ 08060

EDUCATION SKILLS

- CTA License #2314
- Continuing education to maintain the CTA license – 30 credits per three years and farmland review every 3 years (State mandated – no credits)
- Rutgers Center for Government Services
- NJ Department of Treasury, Division of Taxation
- Burlington County Board of Taxation – Continuing Education
- Northern Essex Community College, MA
- American International College MA

Most currently 7/14/20, received certification for County Tax Administration through the Department of Treasury Division of Taxation, Property Administration Assessor Certification Renewal Program from the Center for Government Services, Rutgers University