



COUNTY OF LINCOLN, NORTH CAROLINA

115 WEST MAIN STREET, 3RD FLOOR CITIZENS CENTER, LINCOLNTON, NORTH CAROLINA 28092

OFFICE OF THE COUNTY MANAGER
GEORGE A. WOOD, COUNTY MANAGER
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MEDIA RELEASE

March 5, 2013

From: George Wood, County Manager *GW*
Re: Appointment of Tax Administrator

The Lincoln County Board of Commissioners at last night's regular meeting unanimously appointed Mr. Clyde A. (Kep) Kepley as the Lincoln County Tax Administrator. The appointment is for the unexpired term of Mrs. Huffman from April 8 through June 30, 2013, and for a full four-year term beginning on July 1, 2013 and ending June 30, 2017.

Mr. Kepley's employment is to begin on April 8th, giving him and his family time to move to Lincoln County. His salary will be \$73,021 annually.

Mr. Kepley is currently serving as the Tax Administrator for Chowan County, NC, and has previously served in that capacity in Scotland County, Lee County, and Rutherford County, NC. He is fully certified by the North Carolina Department of Revenue, as required by the general statutes of North Carolina.

We are very pleased to have Mr. Kepley join the County's management team. He brings a very solid background in tax administration, and we are confident he will do a very good job for the citizens of this county.

Attached are his resume and the resolution appointing him to this position.

CLYDE A. KEPLEY III

**310 CRICKET HEARTH ROAD
SANFORD, NC 27330**

OBJECTIVE: TAX ADMINISTRATOR

SUMMARY OF TAX MANAGEMENT SKILLS

QUALIFICATIONS: Progressive and professional manager with excellent communication, interpersonal and public relation skills. I am certified as tax administrator, real and business personal property appraiser, and tax collector. Duties include performing administrative, supervisory and technical work, planning, organizing and direction of a fully functional, comprehensive and progressive tax office. Programs including the listing and assessing of real and personal property, billing and collection of ad valorem taxes, land records, GIS, E-911 addressing, road sign maintenance and administration of the county revaluation. Personnel management includes supervising, directing, training, hiring and evaluating of staff.

ACCOUNTING SKILLS

Skills include maintenance of general and subsidiary ledgers, balance sheets and data analysis. Possesses the ability to handle fixed assets, payables and receivables, state and federal aid and grants, auditing, cost analysis, employee insurance, inventory control and budget preparations. Provides experience in billing and collection of landfill and ambulance services, auditing of other departments and skillful preparation of year-end audit. Also experienced with, tracking of internal service funds, preparation of payroll and allocation of taxes to city municipalities and volunteer fire districts.

COMPUTER SKILLS

Computer skills consist of maintenance and installation of both hardware and software, and programming on various systems. Experience with the following software programs; Arc/Info, Arc/View, Basic Computer Language, Cole Layer Trumble (CLT) IAS World, Keystone, Lotus 123, MS Excel, MS Word, Munis, Pasco II, Pasco III, RPG II, RPG IV, and WordPerfect. Provides experience with implementation and conversion of a new appraisal (CAMA), billing and collection system (COTT) and GIS. I am familiar with NC State Network Systems (ESC and DOT) and third party person locator systems (Accurint and Lexis Nexis).

EDCUATION: **COURSES TAKEN 1991-PRESENT**

Fundamentals of Listing and Assessing

Fundamentals of Property Tax Collection

I.A.A.O. Courses (1, 2, 301, 302, 400)

I.A.A.O. Instructors Course

N.C. Business Personal Property and Administration

N.C. Personal Property School

Property Tax Collection Administration

USPAP

1985

Bachelor of Science Degree, Accounting Western Carolina University

CERTIFICATION: **N.C. STATE CERTIFIED**

Taken and Successfully Completed

N.C. Tax Collector

N.C. Business Personal Property Appraiser

N.C. Notary Public

N.C. Real Estate Broker

N.C. Real Property Appraiser

N.C. Tax Administrator

COMMITTIES/

OFFICES:

Western Piedmont Tax Association

President 2010-2011

AWARDS:

Scotland County Department Head of the Year 2003

EMPLOYMENT:

2011-Present

Tax Administrator, Chowan County, N.C.

2008-2011

Tax Administrator, Rutherford County, N.C.

2007-2008

Revaluation Reviewer, Pearson Appraisal Services

2003-2006

Tax Administrator, Lee County, N.C.

1996-2003

Tax Administrator, Scotland County, N.C.

1991-1996

Tax Appraiser, Davidson County, N.C.

1987-1991

Accountant, Davidson County, N.C.

**RESOLUTION #2013-08: A RESOLUTION FOR THE APPOINTMENT OF THE
TAX ADMINISTRATOR FOR LINCOLN COUNTY, NORTH CAROLINA**

THAT WHEREAS, North Carolina General Statutes require the appointment of a tax assessor and a tax collector for either a four-year or two-year term; and

WHEREAS, the two positions can be combined into one position of Tax Administrator, in which one person performs the official duties of both positions; and

WHEREAS, the Lincoln County Board of Commissioners have previously appointed Mrs. Madgalene H. (Madge) Huffman to the position of Tax Administrator for a term running from July 1, 2011 through June 30, 2013; and

WHEREAS, Mrs. Huffman retired on September 28, 2012, and the Board of Commissioners appointed Mr. Jonathan Stephens as the Interim Tax Administrator effective on September 29th to fill a portion of the unexpired two-year term, until a permanent Tax Administrator was appointed; and

WHEREAS, Mr. Clyde Andrew Kepley has received his certification for County Assessor from the North Carolina Department of Revenue, and meets all the requirements of North Carolina General Statute 105-294 to be appointed to serve a regular term of four (4) years; and

WHEREAS, Mr. Kepley meets the qualifications listed in North Carolina General Statute 105-349 for appointment as County Tax Collector; and

WHEREAS, the Board of Commissioners wishes to appoint Mr. Kepley as Tax Administrator based upon his professional qualifications and work experience as a tax administrator in other North Carolina counties;

NOW THEREFORE BE IT RESOLVED by the Lincoln County, North Carolina Board of Commissioners that Mr. Clyde Andrew Kepley be and is hereby appointed as Tax Administrator for Lincoln County to fill the current unexpired two (2) year term commencing on April 8, 2013 and ending on June 30, 2013. Mr. Jonathan Stephens' appointment as Interim Tax Administrator will end on April 7, 2013.

BE IT FURTHER RESOLVED that Mr. Clyde Andrew Kepley is hereby appointed as Tax Administrator for Lincoln County for a four (4) year term commencing on July 1, 2013 and ending on June 30, 2017.

BE IT FURTHER RESOLVED that the position of Tax Administrator in Lincoln County shall, and hereby does, include all of the duties and responsibilities, and rights and privileges of the Tax Assessor and Tax Collector as those are set out in State statutes and administrative regulations; and that it is the intent of this Board that Mr. Kepley shall be the Tax Assessor and the Tax Collector for Lincoln County, North Carolina, and shall be entitled to exercise all of the

rights and privileges, and to fulfill all of the duties and responsibilities of those two offices, in his capacity as Tax Administrator for Lincoln County.

BE IT FURTHER RESOLVED that the Lincoln County Tax Administrator shall report to the Lincoln County Manager and be subject to his direction and supervision to the extent that it is not inconsistent with North Carolina General Statute 105-294 or other applicable law of the State of North Carolina.

Passed and adopted this 4th day of March, 2013.

By: Alex E. Patton
Alex E. Patton, Chairman
Lincoln County Board of Commissioners

Attest: Amy S. Atkins
Amy S. Atkins,
Clerk to the Board