



**PUBLIC INFORMATION**

**ITEM NO.   1**

**DATE OF MEETING:** August 19, 2013

**REQUESTED BY:** Chairman George Brown/County Manager Mickey Duvall

**SHORT TITLE:** Recognition of Tax Assessor's Office Employee Ms. Nellie Watkins for Forty Years of Service to Pender County.

**BACKGROUND:** Ms. Watkins was hired in the Tax Assessor's Office on August 6, 1973 by Mr. Howard Holly, who was then serving as Tax Assessor, Finance Officer and Personnel Officer. Ms. Watkins has served in the capacities of Clerk, Secretary, Office Assistant, Administrative Assistant I, and Administrative Assistant II. Some of Ms. Watkins' duties have included: Mapping, deed transfers, collections, budget preparation assistance, personal appraisals, assisting with in-house revaluation, and assisting outside revaluation company. Ms. Watkins' duties require recertification every two years by the North Carolina Department of Revenue.