

**CHARLOTTE COUNTY TAX COLLECTOR  
VICKIE L. POTTS, TAX COLLECTOR  
18500 MURDOCK CIRCLE  
PORT CHARLOTTE, FL 33948  
941-743-1345  
941-623-1048**

**APPLICANT INFORMATION**

**APPLICATION**

An application of Employment must be completed. If a resume is available, please attach it to the completed application. This application pertains to openings in the Tax Collector's office only. If you wish to apply for a position with the Board of County Commissioners or another Constitutional office you must complete an application at those offices.

**QUALIFICATIONS**

All active applications are reviewed when a position becomes available. If you are to receive further consideration at that time, you will be contacted by telephone. If you are not contacted, your application will remain in our active file. All applications are kept active for six months from the date of application. At the end of the six month period, you would need to fill out another application to be placed in our active file.

**INTERVIEW**

Interviews are granted on the basis of qualifications, depending on the position that is available.

**SELECTION**

At each step in the process a candidate's qualifications are carefully reviewed for further consideration. **If you are selected for the position** you will be notified by telephone and given an exact date and time to report to work. **If you are interviewed and not selected**, you will receive a letter in the mail informing you that the position has been filled. Your application will remain in the active file.

Thank you for your interest in the Tax Collector's Office. If you have any questions, please call 941-743-1345.

**NOTE:** Please retain this letter for your records.