



Motor Vehicle/Property Clerk

JOB SUMMARY:

The Elbert County Tax Commissioner's Office is currently seeking applications for a Motor Vehicle/Property Clerk. This position is a full-time position and will be assisting with the collection of property taxes and maintaining records of same. This position will also perform specialized and responsible tasks associated with motor vehicle titles, registrations, insurance compliance, ad valorem taxes, and sales tax collections.

QUALIFICATION REQUIREMENTS:

Applicants must possess a high school diploma or its equivalent, and a valid Georgia Driver's License. Applicant must be able to pass a comprehensive background check (criminal, driving, and credit). The successful candidate will be assigned to perform clerical and cashier functions in one or more areas in the Office of the Tax Commissioner. Essential performance of duties to include providing taxpayers with excellent customer service through the mail, by phone, or in person. Attention to detail is a must. Drug testing is required prior to employment.

Elbert County reserves the right to accept or reject any and all applications.

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Be able to work a flexible schedule and have ability and availability to complete additional training or educational requirement.
- Professional in manner and in appearance, maintain a positive attitude, and able to communicate effectively in both verbal and written form with supervisors, other employees, taxpayers and the general public to exchange information and meet challenges as they occur.
- Possess strong critical thinking skills to solve the problems that are constantly evolving and to know how to help the customer.
- Familiarity with payment instruments, cash handling and balancing. Be able to process different forms of payment accurately.
- Possess the ability to protect the integrity and confidentiality of sensitive information.
- Must be proficient in using the internet, also computer software to scan, email and record transactions correctly.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent technical skills.
- Excellent problem solving skills.
- Excellent time management skills.
- Attention to detail.
- Skill in prioritizing and organizing work.
- Interpersonal and communication skills.
- Effective verbal and listening skills.