

COLQUITT COUNTY BOARD OF COMMISSIONERS
Tag/Tax Specialist



Type: Full Time
Salary/Pay: \$12.54 Per Hour
Positions Available: One
Posted Date: 12/27/2018

Position Summary:

The work of this position is to perform clerical work in support of the Tax Commissioner's office, to include providing customer service, collecting taxes/fees, issuing tags/decals, and processing related documentation.

Position requirements:

1. High School Diploma or GED equivalency with (2) year previous experience and/or with combination of educational or technical training in general office work or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job;
2. Must be able to plan and organize work in an efficient manner with minimum levels of direct supervision;
3. Must be proficient in the use of office equipment with excellent typing skills, bookkeeping, and knowledge of computers; and,
4. Must possess excellent communication skills.

All potential employees are required to pass a pre-employment physical, drug test, and maybe subject to a chest x-ray and tuberculosis testing. All potential employees will submit to a background check.

Applications are available from Room 261, Courthouse Annex, and 101 East Central Avenue, Moultrie, Georgia 31768 and from the county's web site at www.ccboc.com.

Applications will be accepted until position is filled.

COLQUITT COUNTY IS AN "EQUAL OPPORTUNITY EMPLOYER."