



# JOB OPENING

## Troup County Government

<b>Position:</b> Administrative Clerk (PT)	<b>Department:</b> Property Appraisal	<b>Salary:</b> \$10.50/Hr
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Under general supervision and instruction this position is responsible for providing general clerical, administrative and receptionist support to the Property Appraisal office.

### Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Minimum of 1 to 2 years of experience in a related field preferred
- ⇒ Knowledge of modern office practices and procedures
- ⇒ Knowledge of county and departmental policies and procedures
- ⇒ Knowledge of office equipment, procedures and terminology; proficient with personal computer and Microsoft Office, Word, Excel and Outlook
- ⇒ Experience with WinGap Appraisal Software preferred, but not mandatory
- ⇒ Skill in prioritizing multiple projects and organizing work; must be able to work independently
- ⇒ Skill in the maintenance of files and records
- ⇒ Skill in the use of such office equipment as a computer, scanner, fax machine and copier
- ⇒ Skill in oral and written communication; excellent verbal, written and telephone skills
- ⇒ Ability to communicate clearly and effectively and to interact with county employees and the general public in a professional and courteous manner
- ⇒ Strong administrative and clerical procedures knowledge and organizational and customer service skills
- ⇒ Ability to maintain confidentiality and exercise discretion in performing assigned duties

### Essential Duties and Responsibilities:

- ⇒ Performs a variety of customer service, secretarial, clerical and administrative duties
- ⇒ Greets visitors, answers telephone, transfer calls and responds to inquiries
- ⇒ Prepares and edits correspondence, reports and other material
- ⇒ Enters data into forms, records and other material
- ⇒ Maintains files, records and various other documents
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.org](http://www.troupcountyga.org).**

Job #: 08062021 Administrative Clerk

PT

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**