



JOB OPENING

Troup County Government

Position: Tag, Title and Tax Specialist	Department: Tax Commissioner	Salary: \$13.69/Hr
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Under general supervision and instruction this position provides clerical duties in the processing of title/tag applications, in the renewal of motor vehicle tags and in the collection of property tax.

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
- ⇒ Must be able to successfully pass a background check with the Department of Revenue
- ⇒ Must be able to comprehend various legal documents associated with tag, title and property transactions
- ⇒ Knowledge of tax collection principles
- ⇒ Knowledge of state tag and title laws
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Knowledge of customer service principles
- ⇒ Skill in problem solving
- ⇒ Skill in prioritizing and planning
- ⇒ Skill in interpersonal relations and customer service
- ⇒ Skill in oral and written communication

Essential Duties and Responsibilities:

- ⇒ Receives and processes payments; issues receipts
- ⇒ Explains tax statements and penalties to the public
- ⇒ Prepares tax notices, mobile home notices and exemption applications
- ⇒ Issues mobile home permits, tags and disability placards
- ⇒ Prepares tag and title applications and tag transfers; issues tags and titles
- ⇒ Prepares and mails tax bills
- ⇒ Prepares and balances daily bank deposits
- ⇒ Reviews and verifies insurance information
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until 10/04/2021 on Troup County's website @ www.troupcountyga.org.

Job #: 09232021 Tag, Title & Tax Specialist

Grade 10

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