

ALICIA HESTER
COUNTY TAX COMMISSIONER
P O BOX 2175
THOMASVILLE, GEORGIA 31799
229-225-4136 PHONE
229-225-4123 FAX

POSITION: TAG & TITLE CLERK

JOB RESPONSIBILITIES:

- Collect Property, Mobile Homes, and Timber Taxes
- Process Motor Vehicle Titles and Decal Renewals and other Vehicle transactions
- Operate Copier, Fax and Postage Machine, Scanner, Calculator & Laminator
- Sort and distribute incoming mail
- Answer Phone Calls, Emails receive and reply to requests
- Work Hours are Monday through Friday 8:00 a.m. to 5:00 p.m. (At your desk before 8:00 a.m.)
- Casual Business Attire Monday Through Thursday, Jeans only on Fridays
- Includes all other duties given by the Tax Commissioner to enhance the office

Job Skills

- Written and Verbal Skills
- Telephone Skills & Basic Office Skills
- Typing and Word Processing Skills
- Dependability and Professionalism
- Attention to Detail and Efficient
- Assist in filing, Operate Computer

Education and Experience Requirements:

- High School Diploma
- Driver's License
- One to Two years of Office Experience