

JOB ANNOUNCEMENT

DATE: February 16, 2023

JOB TITLE: Tax & Tag Specialist

DEPARTMENT: Brooks County Tax Commissioner

JOB SUMMARY: Performs customer service functions in person and via telephone. Receives and processes monies in payment of property, mobile home, and timber, as well as fees, fines, and other departmental services. Reviews, calculates and collects TAVT and fees on all title applications, from both individuals and dealers. Prepares/processes various supporting documents in regard to motor vehicle and property. Issues/Validates over 100 classes of tags, issues duplicate registrations, transfers, prestige tags and handicap placards. Maintains inventory of tags and decals. Reviews legal documents associated with motor vehicle and property records. Processes bulk mail from car dealers and mortgage companies along with daily mail. Working in state motor vehicle system, property tax system and windows. Ability to keep up with current legislation and retain information. Ability to work under stress and high volume. Performs other related duties as required.

MINIMUM QUALIFICATIONS:

- Must have at least 3 years' experience in public relations.
- Must have at least 2 years' experience in basic accounting.
- Must be a high school graduate or equivalent
- Must possess and maintain a valid Georgia Driver's License.
- Must have reliable transportation.
- Must be able to multitask.
- Must be able to maintain high level of security.
- Must be flexible with hours.
- Must have computer experience and knowledge in Microsoft Excel & Word.
- Physical and drug test are required prior to employment.

Applications can be downloaded off the Brooks County Commissioner's website:

<http://www.brookscountytax.com> under the EMPLOYMENT tab or can be picked up at the Board of Commissioners office located in the Admin Building at 610 S Highland Rd Quitman. Please provide a resume and work references with applications. All applications must be turned in at the Brooks County Board of Commissioners office, M-F 8:00am-4:30pm. Applications will only be accepted through Friday, March 10, 2023.