

Washington County, Georgia
Tax Assessor's Office
Clerk I

GENERAL NATURE OF WORK

The purpose of this position is to maintain the property records by processing deed work based on the appraisal procedures of the Washington County Board of Assessor's Office. The incumbent assists the Chief Appraiser by maintaining sales data and mapping changes. Work is performed under the supervision of the Chief Appraiser and under the guidance of periodic conferences with the Board of Assessors.

EXAMPLES OF WORK

Essential Job Functions:

Download, process and transfer property based on the deeds and plats provided by the Clerk of Court.
Maintain sales information
Maintain mapping information for and correspond with the county mapping service.
Provide customer service for the general public.

Additional Job Functions:

Perform additional duties as required.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of Microsoft Office (Word, Excel)
Verbal and written communication skills.
Ability to communicate property value issues to the general public.
Previous knowledge of Property Deeds and Title Research is a valuable asset, but not required.

WORKING CONDITIONS

This is an office job dealing with the public with high expectations of good customer service.

TRAINING AND EXPERIENCE

Must be at least 21.
Customer Service experience is required.
High School Diploma or GED
Less than 1 year of job-related experience

NECESSARY SPECIAL REQUIREMENTS

Shall meet all requirements of changing state and local laws in regard to qualifications and duties of this position.
May require additional training and education as condition of continuing employment.