



JOB OPENING

Troup County Government

Position:	Personal Property Clerk (PT)	Department:	Property Appraisal	Salary:	\$12.00/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, primarily for the Personal Property Division.

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; processes data that is often confidential in nature
- ⇒ 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.gov.

Job #: 11282023 Personal Property 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

11/28/2023