



# JOB OPENING

## Troup County Government

<b>Position:</b> Administrative Secretary	<b>Department:</b> Property Appraisal	<b>Salary:</b> \$16.50/Hr
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Under general supervision this position performs secretarial duties for the Property Appraisal Office to include working the front counter, answering telephone and providing customer service to the public.

### Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Minimum of 1 to 2 years of experience in a related field
- ⇒ Knowledge of state and local property tax laws and Department of Revenue Regulations
- ⇒ Knowledge of departmental policies and procedures
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Skill in maintaining accurate records
- ⇒ Skill in collecting and recording data
- ⇒ Skill in problem solving
- ⇒ Skill in prioritizing and planning
- ⇒ Skill in interpersonal relations
- ⇒ Skill in oral and written communication

### Essential Duties and Responsibilities:

- ⇒ Provides secretarial support for the Property Appraisal Office
- ⇒ Answers telephone and greet visitors; provides information and assistance
- ⇒ Assists the public with filing motor vehicle appeals
- ⇒ Processes address changes; assists in processing deeds
- ⇒ Accepts and processes Homestead Exemption applications; prepares correspondence with property owners
- ⇒ Assists property owners in completing tax exemption applications, returns, and appeals; assists property owners in locating property on maps
- ⇒ Accepts timber permit applications
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.gov](http://www.troupcountyga.gov)**

Job #: 05152024 Administrative Secretary

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**