



# JOB OPENING

## Troup County Government

<b>Position:</b> Tag & Tax Agent	<b>Dept:</b> Tax Commissioner	<b>Salary:</b> \$ 12.06/Hr
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The Tag & Tax Agent works under the direction of the Tax Commissioner to process motor vehicle tags and title applications, collect payments for motor vehicle fees and taxes, property taxes and mobile home taxes, timber taxes and public utility taxes. This position comes with a greater understanding of the tax process through higher training and education.

**The qualified candidate will have:**

- ⇒ High school diploma or GED and three (3) years related experience and/or training which must include at least one (1) year as a Tag & Tax Clerk; or an equivalent combination of education and experience
- ⇒ Current valid driver's license
- ⇒ Excellent written, verbal and interpersonal communication skills and customer service skills
- ⇒ Ability to read and interpret specialized documents such as motor vehicle title applications, motor vehicle division procedure manuals, property tax procedure manuals, real estate property descriptions, etc.
- ⇒ Ability to establish and maintain effective working relationships with other employees and the public
- ⇒ Knowledge of real estate foreclosure statutes and procedures
- ⇒ Knowledge of office procedures, practices, equipment as well as bookkeeping terminology and methods
- ⇒ Proficient in the use of computer operating systems such as Microsoft Windows and word processing software
- ⇒ Knowledge of state and local tax statutes, policies and regulations
- ⇒ Must be bondable and must be appointed as a deputy ex-officio sheriff
- ⇒ Must complete training conducted by the Georgia Department of Motor Vehicle Safety and the Georgia Department of Revenue Property Tax Division within 12 months of employment and complete annual training thereafter

**Essential duties and responsibilities include the following:**

- ⇒ Contacts property owners by letter to collect delinquent property taxes; calculates state, school and county taxes, penalties and/or other assessments due from the property owner; advises the property owner by phone and/or letter of the amount of taxes past due and procedures that may be taken if taxes remain delinquent
- ⇒ Performs duties of Tag & Tax Clerk; balances cash drawer daily; greets customers at the front counter and determines what transaction the customer desires to conduct; uses appropriate customer service and communication techniques to attempt to resolve customer problems
- ⇒ Accepts and processes applications for new motor vehicle license plates, tag renewals, transfers of registration and license plates, issues corrected certificates of registration, issues replacement license plates, renewal decals or certificates of registration, etc.
- ⇒ Accepts and processes applications for certificates of title for motor vehicles, transfer of title (within state & out of state), replacement titles, etc. with Georgia Registration and Title Information System (GRATIS) computer system; accepts and processes payments for property taxes, mobile home and timber taxes
- ⇒ Provides assistance to customers by mail, telephone and in-person by answering questions, locating and researching information relating to tags, taxes, titles, properties, etc.
- ⇒ Enters corrections into property database on real and personal property and mobile homes based on correction slips
- ⇒ Inventories motor vehicle tags, decals, vehicle registration cards, etc. to account for issued, lost or mutilated items either delivered to or located in the office
- ⇒ Performs all other related duties as assigned

**Applications will be accepted Until Filled at the Georgia Department of Labor, 1002 Longley Place, LaGrange, GA 30240.**

Job #: 03092017 Tag & Tax Agent

Grade: 11

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Tod Tentler*

Tod Tentler, County Manager

**Troup County is an Equal Opportunity Employer - Drug Free and Tobacco Free Workplace**