

PIERCE COUNTY BOARD OF COMMISSIONERS

Job Title	Clerk
Department	Tax Commissioner
Hours	Monday – Friday, 8am-5pm
Classification	Full-Time, Non-Exempt
Reports to	Tax Commissioner
Pay Rate	\$15.00/hour



JOB SUMMARY:

This position is responsible for the daily activities of the Tax Office involved in the collection of taxes and accounting for the funds.

ESSENTIAL DUTIES:

- General office duties include data entry, filing, and providing customer service by phone and/or in person.
- Collecting property and intangible tax, mobile home taxes, and issuing decals.
- Verifying ownership and value of property.
- Calculating ad valorem taxes and preparing tax bills
- Receiving payment and issuing decals for automotive license plates.
- Applying for titles for individuals, dealerships and for financial institutions.
- Verifying titles through the Department of Revenue.
- Assigning serial numbers for homemade trailers.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- Applicants must be at least 18 years of age.
- Possession of a high school diploma or GED.
- Possession of a valid Georgia driver's license and a satisfactory Motor Vehicle Record (MVR).
- Applicants must pass a background check and drug screening.