



# WALTON COUNTY BOARD OF COMMISSIONERS

## Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655  
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us  
Monday – Friday 8:00 a.m. – 5:00 p.m.

## **JOB OPPORTUNITY** **Internal and External Notification**

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**POSITION TITLE:** Tag/Tax Clerk FY16-27

**DEPARTMENT:** Tax Commissioner

**ENTRY SALARY:** \$11.55 – per hour, plus benefits

**PAY GRADE:** 8

**REQUIREMENTS:** Perform routine and non-routine clerical and bookkeeping tasks to complete tag and title transactions in support of the daily operations of the department. Provides customer assistance to callers and visitors of the office. **RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

**MINIMUM QUALIFICATIONS:** High school diploma or equivalent and a minimum of one year of experience performing bookkeeping and clerical work; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job.

**DEADLINE FOR APPLICATIONS:** 5:00 PM – September 24, 2015

**REPLY TO:** Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655.

**POSTED: 09/11/2015**