



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: Tax/Tag Clerk FY 14-67

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 – April 9, 2014

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

POSTED: 03/27/2014