

Fannin County Board of Assessors

400 West Main Street Suite 102 Blue Ridge Georgia 30513

Telephone (706) 632-5954

Employment Opportunity

The Fannin County Board of Assessors is accepting applications/resumes for the position of **Clerk/Data Processing**.

**Clerk/Data Processing:** The purpose of this job is to assist customers and process data associated with the Tax Assessors Office.

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

**Duties and responsibilities include, but are not limited to:**

- Verifies and interprets deed and plat information from the Clerk of Superior Court
- Verifies that Real Estate Transfer Tax Declaration
- Updates ownership record and sales portion of the Real Property Computer Assisted Mass Appraisal system
- Assists taxpayers
- Makes appropriate updates in the Computer Assisted Mass Appraisal system
- Office mail and return mail
- Customer service forms
- Accepts and Reviews homestead applications for validity and compiles listing of approvals and denials to be acted upon by the Board of Assessors
- Generates letters to property owners
- Special Assessment applications
- Receive appeals
- Verifies data, initiates and/or processes errors and releases/NOD's
- Attends conferences, seminars, and continued education courses as required.
- Performs miscellaneous tasks such as answering telephone, locating and filing property record cards and assisting other appraisers.
- Performs other duties as required.

**Knowledge, Skills and Abilities**

- Knowledge of the policies, procedures, and activities of the Tax Assessor's Office as they pertain
- Knowledge of the terminology used within the office.
- Knowledge of blueprints, zoning maps, property deeds, and procedures and methods as required in the performance of duties.
- Knowledge of various computer software programs as necessary in the performance of job duties.
- Ability to compile, organize, prepare, and maintain an assortment of records, reports and information in an effective manner and according to office and/or governmental regulations.
- Ability to communicate effectively with supervisors, and other staff members.
- Ability to use independent judgment in routine and non-routine situations.
- Ability to handle required mathematical calculations.
- Ability to utilize and understand computer applications and techniques as necessary in the completion of daily assignments.
- Ability to plan, organize and/or prioritize daily assignments and work activities.
- Ability to comprehend and apply regulations and procedures of the office.

**Job Qualifications:**

- High school diploma or GED
- Knowledge of general office procedures
- Good oral and written communication skills
- Possess a valid driver's license and satisfactory Motor Vehicle Driving Record
- Proficient in WinGAP CAMA System and Microsoft Office

Fannin County offers a benefits package including insurance, retirement, paid holidays, and paid leave is available with employment. Fannin County is an Equal Opportunity Employer and a Drug Free Workplace. A preemployment drug screen, background check and MVR are required.

Salary Range: \$29,120 - \$34,320 – Starting salary depends on experience and qualifications.

**Application can be obtained in the Fannin County Tax Assessors office at 400 West Main Street- Suite 102- Blue Ridge Georgia 30513, requested by email at [fancounty@tds.net](mailto:fancounty@tds.net) or available online at [www.fannincounty.com](http://www.fannincounty.com). Applications and Resumes can be returned to the same. The position will be advertised until filled.**