

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 or available online at www.fannincounty.com. Applications and Resumes can be returned to the same. The position will be advertised until filled.