

Tax Assessment Representative

Job Description

The Hall County Assessor is accepting applications for Tax Assessment Representative. Under administrative direction of the County Assessor, performs a wide variety of complex clerical tasks; operates a variety of office machines involving the use of typing skills; must be able to exercise independent judgment and make decisions; learns and interprets state mandated laws and regulations; work involves substantial public contact.

ESSENTIAL FUNCTIONS: Carries out all related functions dealing with real estate, personal property and homestead exemptions. Accelerates taxes on property sold prior to levy setting. Answers questions from the public and calculates property taxes. Enters data into the computer for taxing purposes. Maintains working knowledge of homestead exemption qualifications and procedures. Acquainted with fundamental real estate procedures (i.e. locating legal descriptions, calculating taxes, identifying school districts, etc.). Maintains current filing system for all types of taxable property. Assists in office procedures and operation which may require lifting 15 - 20 pounds. Greets the public and handles telephone traffic.

NON-ESSENTIAL FUNCTIONS: Receives complaints and provides information. Fills in when help is necessary in specified areas. Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS: Knowledge of modern office methods and equipment. Ability to operate a computer and common software applications. Ability to operate a calculator and perform mathematical calculations. Ability to type with accuracy and neatness. Ability to communicate effectively both orally and in writing. Ability to write numerals with accuracy and legibility. Ability to maintain cooperative working relationships with other employees and the general public. Ability to handle high level of stress associated with working with the public.

MINIMUM QUALIFICATIONS: Graduation from a senior high school or equivalent supplemented with some experience performing clerical or data entry tasks or any combination of training and experience which provides the desirable knowledge, abilities and skills. Bilingual is desired.

Day hours M-F. 8:30 - 5:00. Wages negotiable depending on experience and qualifications plus benefits.