

HALL COUNTY ASSESSOR/REGISTER OF DEEDS

TAX ASSESSMENT REPRESENTATIVE & ROD RECORDS CLERK

NATURE OF WORK

This is a dual position, splitting your time between the Assessor's and Register of Deeds' offices. The same county official manages these offices and is effectively one office in two separate locations.

Under the administrative direction of the County Assessor/Register of Deeds, performs a wide range of complex clerical tasks. Examples include processing 521 transfer statements, processing incoming documents and updating computer records; operating various office machines that require typing skills; exercising independent judgment and making decisions; learning and interpreting state-mandated laws and regulations; and managing work involving significant public contact.

EXAMPLES OF WORK PERFORMED

ESSENTIAL FUNCTIONS

- Carries out all related functions dealing with real estate, personal property, and homestead exemptions.
- Answers questions from the public and calculates property taxes.
- Enters data into the computer for taxing purposes.
- Becomes acquainted with fundamental real estate procedures (locating legal descriptions, calculating taxes, identifying school districts, etc.).
- Assists the public and performs real estate searches.
- Reviews all documents for accuracy, completeness, and compliance with established guidelines.
- Records all legal documents according to established office procedure and statutes.
- Tabulates and balances recording fees, accepts money from the public, and issues receipts.
- Balances checks and cash drawer to reports, then prepares bank deposits.
- Greets the public and handles telephone traffic.

NON-ESSENTIAL FUNCTIONS

- Receives complaints and provides information.
- Fills in when help is necessary in specific areas.
- Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Ability to multitask and handle disruptions.
- 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 maintain cooperative working relationships with other employees and the public.
- Ability to handle high levels of stress associated with working with the public.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented with some experience performing clerical and data entry tasks. Or any combination of training and experience that provides the desirable knowledge, abilities, and skills.

This position requires a motivated and dependable individual with a strong work ethic, who must also be committed to excellence!

Bilingual candidates are encouraged to apply! Willing to train the right person.

Work is Monday-Friday, 8:30 am to 5:00 pm

12 paid holidays, 401K, insurance, vacation, and sick leave.

Please email your resume to: *kristiw@hallcountyne.gov*