

**MACON-BIBB COUNTY GOVERNMENT
PLEASE POST FOR ALL APPLICANTS TO READ**

POST DATES: 09/26/14 TO 10/15/14

EEOC CODE:

CLASS CODE:

CLASSIFICATION TITLE: Tax Office Clerk I

JOB CLASS (GRADE): G08/S03

HOURLY RATE: \$11.06

LOCATION: TAX COMMISSIONERS

WORK WEEK: M – F

HOURS: 8:00 AM – 5:00 PM

DEPT. HEAD: TOMMY TEDDERS

(X) REPLACEMENT

() NEW

Job Summary: This position is responsible for receiving tax payments, issuing receipts, and assisting the public with tax-related questions.

Duties and Responsibilities:

1. Receives and processes payments for real property taxes; calculates interest, penalties, and FiFa costs for delinquent taxes.
2. Accepts returns and exemption applications.
3. Issues mobile home decals and permits.
4. Processes vehicle title applications; verifies information on applications, enters data to computer, and sends to state Department of Motor Vehicles.
5. Calculates ad valorem taxes due on vehicles.
6. Collects fees for business licenses, paving, garbage and hotel/motel.
7. Enters payment and other information to the computer.
8. Issues tags and decals.
9. Researches tag and tax data and provides general information to the public by telephone and in person.
10. Assists automobile dealers with tag purchases, tax payments, and title applications.
11. Completes maintenance forms for name/address changes, codes, and other tax-related information.
12. Assists the public, attorneys, and tax consultants with questions concerning property or taxes.
13. Prepares various reports.
14. Performs other related duties as assigned.

Minimum Qualifications

1. High School Diploma or GED
2. One (1) year clerical experience or an equivalent combination of education and/or experience to provide knowledge, skills and abilities to successfully perform the duties and responsibilities of the position. Experience in Tag and/or Title work preferred, but not required.
3. Proficiency in Microsoft Office products, as well as database programs.
4. Proficiency in the use of a calculator.
5. Ability to communicate effectively with other employees and the public.
6. Ability to show good judgment, consistency and timeliness in decision-making.

Working Conditions

1. Works in temperature-controlled office environment.
2. Minimal travel
3. High activity and constant interruptions.
4. High visibility of behavior.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER