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NEWTON COUNTY EMPLOYEE
JOB OPPORTUNITY ANNOUNCEMENT

8/11/2023

POSTED

AUG 11 2023

TIME 4:00 P
BY: *Sandra K. Duckworth*
SANDRA K. DUCKWORTH, COUNTY CLERK

- Position -** *Part-Time Tax Office Clerk (24 hours per week)
- Requirements -**
- *Must be at least 18 yrs. old with a High School Diploma or GED
 - *Must be able to pass a series of Skills Tests and a Criminal Background Check
 - *Must be self-motivated, possess a positive attitude and good disposition
 - *Must be willing to work all offices after extensive training
 - *Prior Tax Office experience preferred including but not limited to Motor Vehicle experience
- Duties -** Includes, but is not limited to:
- *Answering phone calls in a professional manner
 - *Operating Harris Govern Tax Software, Motor Vehicle and Parks & Wildlife (will be trained, if needed)
 - *Typing, filing, general computer skills, taking messages, handling money and general clerical work
 - *Deal with the public in a friendly, but professional manner
- Salary -** DOE (Depending on experience)
- Reports to -** Melissa Burks, County Tax Assessor-Collector

To be considered, please make sure the Treasurer's Office receives a completed and updated application for our files.