

GORDON COUNTY, GEORGIA

JOB TITLE: RECEPTIONIST-PART TIME

REPORTS TO: CHIEF/ DEPUTY CHIEF APPRAISER

DEPARTMENT: TAX ASSESSORS' OFFICE

Responsible for performing clerical work for the Tax Assessors Office. General clerical duties including data entry, filing, answering the telephone, and written correspondence.

MAJOR JOB RESPONSIBILITIES:

Types letters, correspondences, narratives and reports for tax assessor/appraisal staff using typewriter or word processor.

Assists other staff members as needed in preparing the tax digest.

Assist taxpayers in preparing reporting forms and returns when requested, and performs filing, typing, and clerical duties as necessary in the performance of office duties and responsibilities.

Answers general inquiries regarding services and procedures related to the work of the department.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to work effectively as a team member in providing excellence in customer service to the citizens of Gordon County.

Ability to establish and maintain an effective working relationship with fellow employees.

Knowledge of or willingness to become familiar with all appropriate Gordon County policies and ordinances.

Knowledge of all general office machines including typewriter and word processor.

Ability to type forty-five (45) wpm accurately.

Computer literate with good working knowledge of various spreadsheet and word processing software.

Ability to communicate effectively, both verbal and written.

Ability to do math calculations on a high school level.

MINIMUM EDUCATION REQUIREMENTS:

High School Diploma or Equivalency.

A minimum of three- (3) years experience in a clerical setting, or a degree in secretarial science or related courses beyond high school.

LICENSES AND CERTIFICATIONS:

Valid Georgia Driver's License

WORK ENVIRONMENT:

Duties are performed indoors in offices, conference rooms, courtrooms, etc. Duties performed may require bending and twisting motions and may require being seated for prolonged periods of time. Must be able to use both hand with dexterity and require large amounts of keyboarding. Occasional lifting weight of up to 20 lbs. (supplies, paper, etc.)

NO ATTEMPT HAS BEEN MADE TO BE EXHAUSTIVE IN THIS LISTING. OTHER DUTIES MAY BE ASSIGNED AS DEEMED NECESSARY BY THE CHIEF TAX ASSESSOR/APPRaiser.