



CITY OF SNELLVILLE

ANNOUNCES A VACANCY FOR:

Property Tax Clerk - Administration

Minimum Annual Starting Salary: \$35,000.16

APPLICATIONS WILL BE RECEIVED UNTIL: until filled

DUTIES: This is highly skilled administrative work responsible for performing moderate to difficult accounting and administrative work in maintaining the city's property tax records and processing property tax payments. Also performs other general office duties that include assisting the general public, answering the telephone, and other general business office procedures. The employee must be able to work well independently, with co-workers, and with the public. Work is performed under the general supervision of the City Clerk.

MINIMUM REQUIREMENTS: A High School diploma, state-issued GED, or equivalent is required. Two-year work experience in customer service (by phone or in person), billing, or general clerical duties in an office environment is required. Written and/or spoken fluency in a foreign language (particularly Spanish) is desirable. Possession of a valid Georgia Driver's License and acceptable motor vehicle record (MVR). Ability to obtain and maintain a Notary Public commission.

EXAMINATION: Will consist of an evaluation of prior education and work experience, panel interviews, criminal history check, and financial history check. Applicant must take and pass a post-offer drug-screening test.

APPLICATIONS CAN BE FILED AT:

**City Hall
Personnel Office
2342 Oak Road
Snellville, GA 30078**

THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.

DATE: June 24, 2022