

**(2) Specialist I – Position #925 & #926**

Tax Assessors Office  
Grade 17 - \$13.82 Per hour

Columbia County local government is accepting applications until Friday, April 13, 2018. View County Jobs and complete an online application by visiting [www.columbiacountyga.gov](http://www.columbiacountyga.gov) or visit

Human Resources Application Station  
630 Ronald Reagan Drive  
Evans, GA 30809  
Phone (706) 868-3300  
Fax (706) 868-3301  
E-mail [mbartles@columbiacountyga.gov](mailto:mbartles@columbiacountyga.gov)  
Equal Opportunity Employer

**POSITION SUMMARY**

This position is responsible for reconciling and inputting data on records affecting the ownership, assessment and taxation of real property in Columbia County. The incumbent provides routine clerical services for the Tax Assessor's Office, including filing, collating of tax data, data entry, records verification, as well as, customer service. Daily routines include printing deeds from the website hosted by the Georgia Superior Court Clerks Cooperative Authority, transferring property ownership in computer system, researching titles, deeds, plats and wills that are recorded in the Clerk of Superior Court's Office and the Office of the Probate Judge and determining when splits, combines and acreage corrections are needed.

The position assists external customers by phone, fax, email, and in person. Common correspondence with outside personnel regards deeds, plats and property information. Contacts are typically with the general public, co-workers, surveying companies, lawyers, real estate agents, general contractors, title searchers, and state employees.

Work is performed in an office setting and typically performed sitting at a desk or table with intermittent walking, standing, or stooping. Employee is occasionally required to lift light objects (less than 24 pounds).

Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent. Sufficient experience to understand the basic principles of the major position duties usually associated with the completion of an apprenticeship/internship or having a similar position for one to two years. Knowledge of Georgia law pertaining to property transfers.

**NATURE AND SCOPE**

The purpose of the work is to maintain files and records necessary for Columbia County to compose accurate mapping, deed processing and data entry for the tax digest. Errors can result in inaccurate tax assessments and bills, poor public relations, and may impede the work processes of other county departments.

**PRINCIPLE ACCOUNTABILITIES**

Researches ownership of land and abstract titles to real estate. Inputs sales transactions into the computer. Contacts attorneys to request corrective deeds where mistakes are discovered. Provides assistance to the public and attorneys concerning property transfers.

Processes recorded plats to split or combine properties.

Types letters, memoranda, reports, corrected assessment notices, bills, etc.

Assists the public by providing property record information requests made by telephone, fax, email and in person.

Provides routine clerical services for the Tax Assessor's Office, including filing, collating of tax data, data entry, records verification, as well as, customer service.

Makes copies of deeds, property record cards, maps and other real property records.

Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of general office practices and procedures, filing and record keeping systems.

Knowledge of basic mathematical calculations.

Skill in dealing effectively with the public.

Skill in reading and understanding deeds and plats with knowledge of Georgia law pertaining to property transfers.

Skill in the operation of copier, computer, facsimile and printer.

**DESIRABLE TRAINING AND EXPERIENCE**

Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent. Sufficient experience to understand the basic principles of the major position duties usually associated with the completion of an apprenticeship/internship or having a similar position for one to two years.

Knowledge of Georgia law pertaining to property transfers.