NOTICE

**Job Opportunity: Tag/Tax Clerk**

Wayne County is currently accepting applications for the position of **Tag/Tax Clerk**.

This role requires:

* Proficiency in typing and computer operations.
* Strong public relations and interpersonal communication skills.

Interested applicants may obtain an application from the **County Administrator’s Office** during business hours: **Monday through Friday, 8:00 a.m. to 5:00 p.m.**

Completed applications must be submitted no later than **5:00 p.m. on April 11, 2025**.

Wayne County is an **Equal Opportunity Employer** and encourages all qualified individuals to apply.

Starting salary: $25,398.86/annually

Tag & Title Clerk TC/3

Tax Commissioner

**JOB SUMMARY**

This position performs clerical and customer service duties related to the tag and title functions of the Tax Commissioner's Office.

**MAJOR DUTIES**

* Answers telephone and greets customers; provides information and assistance.
* Processes and transfers titles and tags for automobile dealers and the general public.
* Issues and renews tags.
* Cancels and reinstates vehicle registration.
* Calculates and collects title and ad valorem taxes.
* Collects payments in person, by mail, by telephone and online.
* Collects and records real property taxes, timber taxes and mobile home taxes.
* Maintains office supplies; reorders as needed.
* Balances cash drawer.
* Prepares a variety of regular and special reports.
* Prepares temporary vehicle operating permits and extensions.
* Assists in stocking car tags.
* Collects property tax, mobile home tax, and timber tax payments.
* Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

* Knowledge of bookkeeping practices.
* Knowledge of modern office practices and procedures.
* Knowledge of office policies and procedures.
* Knowledge of state tag and title laws.
* Knowledge of property tax, mobile home tax, and timber tax rules and regulations.
* Skill in performing basic mathematical calculations.
* Skill in the use of such office equipment as a calculator, facsimile machine, copier, typewriter, and computer.
* Skill in dealing with the public.
* Skill in oral and written communication.

**SUPERVISORY CONTROLS**

The Tax Commissioner assigns work in terms of general instructions. The work is reviewed for accuracy, compliance with procedures, and the nature and propriety of the final results.

**GUIDELINES**

Guidelines include state Department of Revenue laws and regulations, the Official Code of Georgia Annotated, county policies and procedures, and standard bookkeeping practices. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY/SCOPE OF WORK**

* The work consists of related clerical and customer service duties. Frequent interruptions contribute to the complexity of the work.
* The purpose of this position is to perform clerical and customer service duties in support of the tag and title functions of the Tax Commissioner's Office. Successful performance helps ensure that the county properly collects and disburses revenues.

**CONTACTS**

* Contacts are typically with co-workers, other county employees, attorneys, automobile dealers, and the general public
* Contacts are typically to give and exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

* The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
* The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

**MINIMUM QUALIFICATIONS**

* Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
* Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.