



Dene M. Hicks

Stephens County Tax Commissioner
PO Box 187
Toccoa, Georgia 30577
(706)886-6731

MOTOR VEHICLE REGISTRAR/PROPERTY TAX TECHNICIAN

The purpose of this job is title processing for vehicle and mobile homes, registration processing, insurance fines collection, temporary and permanent disabled placards processing, and collection of sales tax for vehicles purchased from an out of state dealership or business. To receive tax payments, maintain computer records, assist the public with tax related questions, and utilize specialized skills when assisting others in the Tax Commissioner's Office. Duties and responsibilities include, but are not limited to, receiving, answering requests, procedurally evaluating and assessing tax matters. Including receiving and processing payments for titles, registration, title ad valorem tax and ad valorem tax on automobiles, real and personal property, mobile homes, timber and heavy equipment. Verifies tax amount, records payments onto computerized financial system; assumes responsibility for all cash, check and credit card payments processed.

Position reports to the Tax Commissioner. Qualifications include a High School Diploma or equivalent. Clerical or related experience required; Skilled in the operation of various office equipment and software applications including Microsoft Office. Must have the ability to communicate effectively, handle mathematical calculations, understand computer applications and techniques as necessary in the completion of daily assignments, organize and/or prioritize daily assignments. Comprehend and apply regulations and procedures of the office. Ability to understand ad valorem tax law, motor vehicle law, and mobile home law, regulations and procedures and methods as required in the performance of duties. Ability to speak to people with poise, voice control and confidence beyond giving and receiving instructions. Must be adaptable to performing professionally under considerable stress when dealing with the general public. Only multi-tasking, self motivated, team players need apply.

Must possess a valid driver's license, the ability to acquire Notary Public Status, and complete annual Motor Vehicle Division Workshop courses as required.

Qualified candidates will be asked to submit to a financial and criminal background check.

Applications along with a full resume will be accepted by the Stephens County Human Resource Department through June 30, 2016 at the Historic Courthouse in downtown Toccoa, Georgia between the hours of 8:00 a.m. and 5:00 p.m.

Stephens County is an Equal Opportunity Employer and a Drug Free Workplace.