



POSITION VACANCY ANNOUNCEMENT

Position: Office Clerk (FT)
Starting Salary: \$16.07/hour - \$17.07/hour
Posting Date: August 5, 2026

Department: Tax Assessor
FLSA Status: Non-Exempt
Closing Date: August 19, 2026

Readvertisement – Previous Applicants will be considered and do not need to reapply

Job Summary:

This position is responsible for providing clerical support to the department.

Major Duties:

- Greets the public and provides information and assistance: provides copies of tax maps, locates properties, locates deeds and plat ownership information, and explains property values and bills.
- Maintains homestead exemption records for taxpayers who have died in the previous year; contacts next of kin, and establishes eligibility of homestead exemption, if any.
- Maintains homestead exemption records; updates as necessary.
- Enters all address changes to computer.
- Maintains department files.
- Files property record cards.
- Types and mails correspondence.
- Performs other related duties as required for the efficient operations of the department.

Minimum Qualifications:

- Possession of a high school diploma or equivalent.
- One to two years 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.
- Or any equivalent combination of education, training, and/or experience which provides the requisite knowledge, skills, and abilities for this job.

Must pass a Background/Reference Check and Pre-Employment Drug Screenings prior to the start of employment.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.