

Virginia Job Order Bulletin Board Print Document

Job Order: 1904446

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Job Title: General Clerk / Office Clerk

Type of Job:

Job Time Type: Full Time (30 Hours or More)

Job Description: Appomattox County Commissioner of Revenue's Office is seeking a
General Clerk / Office Clerk.

Duties:

- Computer data entry of real estate and personal property. (Currently use the Bright & Associates computer system and will train to use this system.)
- Assessment of Personal Property which includes: automobiles, trucks, utility trailers, boats, boat trailers, campers, motorcycles, mobile homes, motor homes, road tractors, business equipment, machinery & tools and merchant's capital. (Use NADA as our valuing system, but some manual assessments will be performed.)
- Assist taxpayers with land use applications and revalidations.
- Data entry of address changes on Real Estate and Personal Property.
- Assist Commissioner with land transfers. Some knowledge of Real Estate such as deeds, plats will be helpful.
- Provide help with taxpayers via telephone or walk-in customers and other administrative and office tasks as assigned.
- Attend any meeting or training that is approved by Commissioner of the Revenue.

Education & Experience

- HS/GED
- Requires 1 year or more office/clerical/customer service experience
- General computer and data entry experience needed
- Microsoft Word and Excel experience and/or training preferred
- Must be able to type at least 20wpm net.

Experience in Customer Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.

Clerical - Knowledge of administrative and clerical procedures and systems such as typing letters on word processor, managing files and records, and other office procedures and terminology.

Work Monday through Friday - NO Weekends!!!

Pay is \$23,000.00 (\$11+hr) plus GOOD BENEFITS!!!

Vacation/Holidays/Sick Leave. Medical, Dental, Life Insurance, Virginia Retirement System

How to Apply: Qualified applicants can visit the Virginia Career Works Lynchburg Center (VEC) 3125 Odd Fellows Road, Lynchburg VA. Monday-Friday. Virginia Employment Commission staff will screen for qualifications and administer a typing test. To be considered - applicants must be registered in the Virginia Workforce Connection (www.vawc.virginia.gov), and must type 20wpm net or better on the typing test.

Qualified applicants will complete an Appomattox County application at the VEC Office.

Deadline to apply: 3:00 pm on Friday, March 13, 2020.