

## **Deputy Auditor's Position Opening for Deed Clerk**

The Auditor's Office is currently accepting applications for a full-time Deed Clerk Monday – Friday 8-4. Please apply in the Auditor's Office.

### **DUTIES INCLUDE:**

- Maintaining property transfers
- Assisting taxpayers
- Assist with Tax Sale

### **REQUIREMENTS:**

- A high school diploma or GED
- Applicants must be proficient in Microsoft Word and Excel
- General map reading/interpreting
- Knowledge of basic accounting and bookkeeping.
- Previous experience assisting the public
- Ability to multi-task

### **PERKS:**

- 13 paid Holidays
- Wellness program
- Vacation following 12 months employment
- ½ Sick day accrual per month
- PERF Retirement Plan
- Insurance & Health Savings Plan (HSA)

Applicants may be subject to criminal background and credit checks.

Fulton County Government is an Equal Opportunity Employer.