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Team

WE ARE
HIRING



Revenue Clerk

The Personnel Board of Houston County is developing an employment register for a Revenue Clerk. A completed employment application must be submitted online at www.houstoncountyal.gov/jobs

DUTIES

Responsible for a variety of tasks to include locating and assessing business and personal property within Houston County and collecting appropriate taxes. Assist taxpayers in claiming exemptions. Collect delinquent taxes. Enters data in the computer in order to update files. Answers questions and provides information and assistance to the taxpayers of Houston County in person and over the telephone.

QUALIFICATIONS

High School diploma or GED certificate and some general clerical experience which included typing or data entry.

STARTING SALARY

\$15.48 per hour (Grade 15)

**The Personnel Board of Houston County
An Equal Opportunity Employer**