

FULL-TIME POSITION AVAILABLE

Administrative & GIS Coordinator

Tax Assessor's Office Monroe County Board of Commissioners

The Monroe County Board of Commissioners is seeking qualified candidates for the position of **Administrative & GIS Coordinator** for the Tax Assessor's Office.

This position serves as the **Administrative Coordinator to the Tax Assessor's Office** and is responsible for coordinating daily administrative and GIS-related operations. The successful candidate will provide primary administrative support, assist the public with land records and exemption applications, and support assessment functions.

Essential Duties:

- Serve as Administrative Assistant for the office
- Coordinate daily office operations
- Assist the public with land records data and parcel information
- Coordinate with third-party vendors regarding GIS parcel base maps for assessment purposes
- Prepare, adapt, and analyze GIS-related land records data
- Assist property owners with CUVA and FLPA exemption applications
- Prepare Board of Assessors agendas, supporting documentation, and accurate minutes

Qualifications:

- Minimum three (3) years of related experience preferred
- Ability to meet Appraiser requirements mandated by the Georgia Department of Revenue
- Strong organizational, analytical, and customer service skills
- Proficiency in GIS systems and standard office software

Compensation:

Starting salary: **\$19.10 per hour**

Applications will be accepted until the position is filled.

Applications are available at www.Monroecoga.org under "Departments," "Human Resources," and "Employment Applications," or may be picked up at the Monroe County Commission Office, 38 West Main Street, Monday–Friday, 8:00 a.m. – 5:00 p.m.

Applicants will be subject to a background check and drug screening.

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