

## Columbus Consolidated Government

### Tax Specialist - G120 Tax Commissioner's Office

<b>SALARY</b>	\$1,643.22 Biweekly \$42,723.83 Annually	<b>LOCATION</b>	GA 31906, GA
<b>JOB TYPE</b>	Full-Time Regular	<b>JOB NUMBER</b>	2025-00000056
<b>DEPARTMENT</b>	Tax Commissioner	<b>DIVISION</b>	Tax Commissioner
<b>OPENING DATE</b>	02/06/2025	<b>CLOSING DATE</b>	2/20/2025 11:59 PM Eastern

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### Major Duties and Responsibilities

This position is responsible for providing computer support services in the daily operation of the Tax Commissioners office.

- Creates graphs, spreadsheets, tables, reports, graphics, databases, and summary text for property collections, motor vehicle and mobile homes analysis.
- Consults with Information Technology (IT) Department regulating software and hardware problems within Motor Vehicle (MV), Property Tax (PT), Accounting, and Administrative sections.
- Explores and evaluates software that will improve efficiency, reduce paper, save time, etc.
- Creates, dispenses, and finalizes all operating policies and current procedures.
- Debugs and trouble shoots all automation equipment systems.
- Develops, devises and monitors telephone systems and Web site.
- Attends meetings, executive sessions, audits, and committee meeting as needed; responds to questions.

- Monitors, researches and analyzes state legislation and its effects on tax collections as well as the impact on city & school operating budget and operating funds. Ability to offer course of actions or recommendations based on this analysis.
- Reviews and analyzes revenue collections. Tracks and assesses delinquent taxes in order to reduce volume.
- Plans and executes trend analyses and revenue projects; determines financial and socio-economic indicators; performs analysis of operating positions, and utilizes forecasting models and statistical techniques. Participates in special projects involving TC operation with internal and external customers.
- Collaborates with State technology group to make request for software enhancements.
- Performs other duties as assigned.

## **Knowledge, Skills and Abilities**

- Knowledge of computer software and hardware and its components.
- Knowledge of department policies and procedures.
- Skill in operating a personal computer and computer room equipment.
- Skill in the utilization of computer languages.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to work independently and with minimum supervision.

## **Minimum Educational and Training Requirements**

Bachelor's Degree in Computer Science or Business Administration or related field is required. Sufficient 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 for one to two years.

## **Physical Requirements**

The work is typically performed while sitting at a desk or table with intermittent standing or walking. The employee must occasionally lift light objects, use tools or equipment requiring a high degree of dexterity, and distinguish between shades of color.

- Grasping – applying pressure to object with fingers, palm.
- Handling – picking, holding, or working with whole hand.

- Hearing 1 – perceiving sounds at normal speaking levels, receive information.
- Hearing 2 – receive detailed information, make discrimination in sound.
- Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.
- Manual Dexterity – picking, pinching, typing, working with fingers rather than hand.
- Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.
- Reaching – extending hands or arms in any direction.
- Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.
- Standing – for sustained periods of time.
- Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.
- Talking 1- expressing ideas by spoken word.
- Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.
- Visual Acuity 2 - color, depth perception, field of vision.
- Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.
- Walking - on foot to accomplish tasks, long distances, or site to site.

The work is typically performed in an office, library, or computer room.

## Benefits

**The Columbus Consolidated Government is proud to offer an exceptional compensation and benefits package. Benefits include the following:**

- Low-cost Medical Insurance
- Prescription Drug Plan
- Dental Plan
- Vision Plan
- Flexible Spending Accounts
- Life Insurance
- Supplemental Life Insurance
- Long Term Disability
- Credit Union
- Direct Deposit
- 12 Paid Holidays
- Vacation Leave
- Sick Leave
- PERK Time Off
- Retirement Plan

- Supplemental Retirement Plan
- Free and Discounted Services
- Employee Assistance Program

**Take advantage of these free and discounted City Services offered to all City Employees.**

- Discounted Movie Tickets
- Free Notary Services
- Ride a Metra Bus for Free
- Free Mulch
- Free Fire/Safety Home Inspection
- Sunray Cleaners discounts
- Adopt a pet for Free from Animal Control
- Driver's Training for Employee Dependents
- Oxbow/Bull Creek Golf Course discounts
- River Center Discounts
- Cell Phone Carrier Discounts

**Retirement Plan**

The Columbus Consolidated Government offers a defined benefit retirement plan to eligible employees who work in General Government and in Public Safety. Employees in the pension plan must meet both age and years of service requirements to qualify for retirement. The current vesting period is ten years, and the current pension contribution rate is 8% of your gross salary.

**Supplemental Retirement Plan**

The Columbus Consolidated Government offers a Deferred Compensation Plan or supplemental retirement plan that is tax deferred. This plan allows employees to contribute a portion of their salary, before federal and state taxes, to a retirement account. Your compensation is more than a paycheck, it allows you to plan for your financial future as well.

**Employer**

Columbus Consolidated Government

**Phone**

706-225-4059

**Address**

City Hall  
1111 1st Avenue  
Columbus, Georgia, 31901

**Website**

<http://www.columbusga.gov/HR>