



## POSITION ANNOUNCEMENT OCCUPATIONAL TAX OFFICER

The City of Duluth, Georgia is accepting applications for the full-time position of **OCCUPATIONAL TAX OFFICER** in the Business Office/Assistant City Manager/City Clerks' Department. The normal work schedule is in-person Monday-Friday, 8:00 AM to 5:00 PM.

### **JOB SUMMARY:**

This position is responsible for all processes relating to the issuance of Occupational Tax Licenses for businesses located within the city limits of Duluth, Georgia.

Other primary duties include answering telephone requests for information by the public, providing current and accurate information regarding city departments, services, and events, and routing telephone calls and mail to appropriate departments. This position serves as one of three primary cashiers and greets visitors to City Hall in the absence of the Administrative Assistant (Receptionist). Excellent customer service skills are essential for this position.

- A high school diploma, state-issued GED, or equivalent is required. Training from a recognized institution in office technology, secretarial science, office administration, business administration, or a closely related area is desirable.
- Five years of full-time experience in a related position is preferred. Local government experience including researching, writing policies, and organizing electronic records is preferred.

All candidates are subject to a comprehensive background investigation.

**Hiring range is \$20.86 to \$23.98 per hour (annualized \$43,388 to \$49,878; Grade 20).** Starting salary is based on qualifications. A comprehensive package of fringe benefits is offered.

Not all applicants will be interviewed. The complete job description and a listing of fringe benefits is available on our website at: [www.duluthga.net/jobs](http://www.duluthga.net/jobs).

Please apply through our online job application. Questions may be e-mailed to [careers@duluthga.net](mailto:careers@duluthga.net).

Posting Date: 5-20-2024; open until filled, subject to close at any time without notice

*The City of Duluth is an Equal Opportunity Employer. The City will conform with all applicable local, state, and federal laws concerning employment and will not illegally discriminate with regard to age, sex, sexual orientation, gender identity, race, color, religion, national or ethnic origin, disability, genetic information or other legally protected status or classification, except where mandated or permitted by law as a bona fide occupational qualification.*

*It is the policy of the City of Duluth to provide equal employment opportunity for all applicants and employees. This policy applies to all areas of employment including recruitment, hiring, training, promotion,*

*compensation, benefits, transfer and other terms and conditions of employment. The City of Duluth, in compliance with the Federal law, will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.*