

Customer Service/Deed Clerk/ARB Coordinator

Responsibilities:

- Interpret official documents regarding ownership and process internal letters and reports.
- Process exemption applications.
- Work customer service on the phone and in person.
- Review reports for quality control and audits.
- Prepare reports to correct accounts on previously certified rolls.

This position will also coordinate the scheduling of ARB panels and ARB hearings. Prepare & Post Agenda's, prepare board packets for each meeting, attend meetings, and maintain minutes and all records including emails.

Requirements:

- High School Diploma or equivalent.

The candidate should have excellent analytical and customer service skills including strong personal computer skills.

- Proficient in the use of a PC and Microsoft Office Software.

- The ability to concentrate on assigned tasks and to manage time effectively.
- The ability to communicate clearly on the telephone and face to face.

- Office experience with knowledge of office and copying equipment, postage meters, and other office equipment is beneficial.

Salary, based on experience, and benefits offered including insurance and retirement plan. Open until filled. Send resumes to helpdesk@marioncad.org