

Full Time Real Estate Clerk

Full time real estate clerk in the Commissioner of the Revenue's Office in Pulaski County, VA. Full time position (40 hours per week) with vacation, sick leave and paid holidays. Salary is \$20,160. Hours are 8:30 until 5:00, Monday thru Friday. The applicant must have an understanding of computer programs, excel, word, email, mail merge, and knowledge Pro-Val Real Estate software would be a plus. Excellent customer service skills.

Duties include answering the phone, helping customers that come in the office, researching wills, plats, deeds, and assisting the assessor in duties of compiling letters, preparing reports and other secretary related duties. The applicant would be responsible for the accurate recordation of real estate transfers, wills, and plats. Experience is greatly preferred. HS graduate and real estate experience preferred.

Must be able to work with other departments on mapping, zoning, deeds, wills, plats, etc. and also works closely with attorney offices providing property cards, addresses, ownership, corrections of deeds. Other duties as deemed necessary by the office.

Interested individuals can apply at the appropriate Virginia Employment Commission Office or may download and submit an application from www.pulaskicounty.org to Tammy Safewright, Human Resources Director, 143 Third Street, NW, Suite 1, Pulaski, VA 24301.

Position open until filled.

Equal Opportunity Employer
