



POSITION: Tax and Licensing Clerk
DEPARTMENT: Code
EMPLOYMENT STATUS: Full-Time
SALARY: \$41,500 - \$62,500 (commensurate with qualifications)
POSTED: 08/27/2026
CLOSING DATE/TIME: Until filled

The City of Monroe is seeking a Tax and Licensing Clerk to provide administrative and customer service support for permitting, licensing, and code compliance operations. This position processes business licenses and permits, coordinates inspection requests, collects and reconciles payments, maintains department records, and assists contractors, businesses, homeowners, and the general public. Salary is commensurate with qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Qualifications & Experience:

- High school diploma or GED required; an equivalent combination of related training and experience may be considered.
- Previous office, administrative, or customer service experience preferred.
- Experience with accounting, bookkeeping, or financial transaction processing preferred.
- Valid Georgia driver's license required or ability to obtain upon hire.
- GSWCC Level 1A Certification required or ability to obtain within 12 months of hire.

Skills & Abilities:

- Strong customer service, communication, and organizational skills.
- Proficiency in Microsoft Office and applicable software applications.
- Ability to accurately process financial transactions, perform basic calculations, and maintain detailed records.

- Ability to manage multiple priorities and deadlines in a fast-paced, public-facing environment.
- Ability to interpret and communicate policies, procedures, requirements, and applicable ordinances.

Duties & Responsibilities:

- Processes business license applications, occupation tax certificates, permit applications, and renewals.
 - Issues approved permits and maintains associated licensing, permitting, construction, and inspection records.
 - Receives and schedules inspection requests and coordinates communication among inspectors, contractors, homeowners, and the public.
 - Calculates permit fees; collects, receipts, and reconciles payments.
 - Provides information and guidance regarding permitting, licensing, inspection, and business tax requirements.
 - Prepares reports, correspondence, and other departmental documentation as needed.
 - Performs other duties as assigned.
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Selection Process:

Applicants who meet the minimum qualifications may be invited to participate in the selection process, which may include application review, interviews, reference checks, and other job-related assessments. Employment is contingent upon the successful completion of all applicable pre-employment requirements, which may include, but are not limited to, a criminal background check, drug screening, motor vehicle record review, physical examination or physical abilities testing (when required), and any additional job-related screenings deemed necessary.

How to Apply:

Interested candidates should submit a completed City of Monroe employment application to **Sarah Johnson, Manager of HR Development**, at SJohnson@MonroeGA.gov. Applications are also available at and may be returned to City Hall, 215 N. Broad St, Monroe, GA 30655.

The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place. Per Georgia Code 34-9-414, be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post-rehabilitation, and routine fitness-for-duty (random) drug testing.