

Position Title: Information Specialist

Hiring Salary: \$33,000.00

Location: GA Real Estate Commission & Appraisers Board
229 Peachtree St NE
International Tower, Suite 1000
Atlanta, GA 30303

Posting Date: August 10, 2016

Application Deadline Date: August 24, 2016

Description of Duties

The primary job responsibility is to handle telephone requests for information within the Georgia Real Estate Commission's Call Center. Information Specialists handle questions on such issues as licensing requirements, license histories, application processing, and complaints. Information specialists must maintain proficiency in the license law, the appraisal act and other procedures and policies in order to effectively answer questions. Information Specialists also perform a variety of clerical duties including data entry of applications, filing and general office duties.

Minimum Qualifications:

A 4-year college degree in a related field of study, **OR** 5 years of active brokerage and/or appraisal experience is preferred. Applicant should have knowledge of the real estate and appraiser professions, licensing requirements and procedures. Candidates should have the ability to learn to use the agency's computer systems and be proficient in Microsoft Word and Excel. Must be able to communicate accurate information to others in a professional and courteous manner and convey a willingness to assist.

Applicants must have references attesting to the candidates having work habits that exhibit a high level of commitment to perform their duties, operating effectively within an organization structure and fostering team spirit.

Note: Individuals employed by the GREC who hold real estate licenses, are required to place them on *Inactive* status.

To apply for this position, submit a **GA Merit System Application** and **your resume** to:

Frank Ambio
GA Real Estate Commission & Appraisers Board
229 Peachtree St NE
International Tower, Suite 1000
Atlanta, GA 30303

All qualified applications will be considered, but may not necessarily receive an interview.

The State of Georgia is an Equal Opportunity Employer