

**Position Title:** Information Specialist

**Hiring Salary:** \$34,000.00

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

**Posting Date:** November 9, 2018

**Application Deadline Date:** December 10, 2018

### **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. Knowledge of the real estate and appraiser professions is preferred. Candidates must be proficient in Microsoft Word and Excel and have the ability to learn to use the agency's computer systems. Must be able to communicate accurate information to others in a professional and courteous manner and convey a willingness to assist. Any unlicensed candidate will be required to obtain a GA Real Estate license within 6 months of hire date.

Applicants must provide references attesting to the candidates work habits that include a high level of commitment to perform their duties, as well as an ability to operate effectively within an organizational structure.

**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:

Felicia Hubbard  
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**