



NACOGDOCHES COUNTY

Job Opportunity

Position: Deputy Clerk

Open Until Filled

Department: Tax Assessor-Collector

Starting Salary: \$29,795.00 per year, plus benefits

Type: Regular, Full-Time

General Description:

This position is responsible for performing a variety of customer assistance and clerical duties in support of the Tax Office. Assists customers with registration of vehicles and trailers. Processes vehicle title transfers. Issues and renews handicap placards. Assists customers and dealers with paperwork and answers questions. Answers phones and processes incoming mail. Enters data into computer and files daily reports. Collects fees, taxes and issues receipts. Collects and balances receipts. Performs additional duties as required.

Knowledge, Skills & Abilities:

- Ability to work with and balance large sums of money
- Ability to handle cash transactions and make change
- Excellent customer service skills
- Excellent verbal and written communication skills
- Ability to multi-task in a professional office environment
- Knowledge of general office and clerical support procedures
- Knowledge of telephone procedures and etiquette
- Ability to follow instructions and perform duties independently with speed and accuracy
- Ability to establish and maintain professionalism with co-workers and the general public
- Ability to maintain confidentiality
- Knowledge of basic mathematics
- Skill in using computers and standard office equipment

Additional Information:

- Work performed indoors
- Requires ability maintain stationary position either sitting or standing for extended periods of time
- May be required to stoop, bend and reach
- Requires ability to lift and carry up to 20 pounds

Qualifications:

- Graduation from High School or GED
- Minimum of six (6) months experience in general clerical, bookkeeping or related field
- Minimum of six (6) months experience in handling cash
- Bilingual in English-Spanish preferred

Instructions:

Submit a completed and signed Nacogdoches County Employment Application to the address below. Resume and professional references may be attached to the application, but are not accepted in place of the completed application.

Submit application to: Nacogdoches County
Human Resources Department
101 W. Main St., Ste. 161
Nacogdoches, TX 75961