

JOB DESCRIPTION

POSITION: Deputy Tax Clerk, Palo Pinto County Tax Office

REPORTS TO: Tax Assessor-Collector and Chief Deputy Tax Clerks

LOCATION OF WORK: Palo Pinto County Courthouse in Palo Pinto, Texas and/or the Palo Pinto County Annex in Mineral Wells, Texas as required.

SUMMARY OF POSITION

Assists the general public with property tax payments, vehicle and boat titles and registration and beer and liquor license renewals in accordance with federal, state and departmental procedures and regulations. Provides a variety of accurate, general clerical support involving keyboarding and/or data entry skills.

EXAMPLES OF WORK:

Assists the public in person and by phone, responding orally and in writing to request;

Receives payments and issues receipts; issues permits, titles, certificates or other legal documents;

Prepares daily balance reports of receivables and cash drawer; accountable for any discrepancies and shortages; reconciles multiple bank accounts;

Prepares correspondence, reports, notices, forms and other documents using computers with standard word processing, spreadsheet, and/or data base software;

Performs a variety of clerical functions as needed, including posting information, making copies, answering the phone, processing outgoing and incoming mail, creating and maintaining files;

Maintains manual and/or computerized data and records for use in preparing reports;

Conducts limited research of records for resolution of questions or complaints;

Assists Chief Deputy and other employees with other duties as assigned.

REQUIRED EDUCATION, SKILLS, AND ABILITIES:

High school diploma or equivalent.

Customer service skills; must be able to handle all customer inquiries with a high degree of sensitivity, courtesy, friendliness and professionalism.

Computer skills, including the ability to save and move files, copy to CD and attach to email.

Applicable knowledge of word processing and spreadsheet applications (preferably Word and Excel).

Basic math skills and efficient use of calculator.

Ability to learn software applications unique to our business.

Ability to establish and maintain working relationships with other employees, and to interact with other employees as team members.

Ability to multitask and work well with interruptions.

Effective oral and written communication, including the proper use of English, spelling and punctuation.

OTHER REQUIREMENTS & INFORMATION

This is a non-exempt job classification. The normal work week is Monday through Friday, 7:55 AM to 4:55 PM, however the Tax Assessor Collector can change the normal hours of operation and may require extended work hours or schedule work on a weekend.

Applicant is required to lift up to fifty pounds.

Training classes are often attended in Austin and other outlying areas that require travel away from home for a period of 1 to 5 days. Attending training that requires travel may be required.