

JOB DESCRIPTION

Job Title: Part Time Deputy Clerk - Cross Trained in Motor Vehicle, Texas Parks and Wildlife, Tax, and Coin Operated Machines
Department: Tax Assessor/Collector
Reports To: Tax Assessor-Collector/Chief Deputy
Shift: 8am - 5pm, Monday- Friday, or additional hours as job requires
FLSA Status: Non-Exempt
Approved By: Tax Assessor-Collector
Revision Date:

SUMMARY

This position is assigned duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Include the following. Other duties may be assigned.)

Regular attendance is required.

Post tax mail as needed.

Prepares property tax payments for posting by verifying information on payments such as necessary dates, signature, and type of payment.

Assists customers by handling inquiries over the telephone and in person.

Closes out tax drawer when work is complete, runs daily report, runs two check tapes to turn over cashier for balancing of tax drawer.

Mails out statements to customers such as receipts and balances due following posting of mail receipts or as requested by taxpayer over the phone, fax, or email.

Must have alphabet knowledge for filing.

Helping with all other tasks given by the Tax assessor-Collector/Chief Deputy

SUPERVISORY RESPONSIBILITIES:

This is not a supervisory position.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the non--essential functions.

SKILLS:

Must exercise good public relations.
Must be able to type 35 WPM.
Must possess excellent computer skills.
Must be able to work under pressure.
Must be proficient in the use of a 10 key adding machine/calculator.
Must be able to make accurate changes and handle large quantities of cash.
Ability to multi-task.

EDUCATION AND/OR EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and comprehend instructions and all related correspondence, and memos. Ability to write simple correspondence.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Texas Driver's License

None required unless specified by the Tax Assessor-Collector

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions.

Physical requirements include the ability to lift/carry up to 15 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment; subject to standing, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform essential functions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions.

The job is in a large fast-paced office. The noise level in the work environment is usually moderate and can be high during the busy hours of the day.

SAFETY RECOMMENDATIONS/REQUIREMENTS:

The employee must be knowledgeable about and follow the Bee County Safety Policy and Procedure in your county employee handbook.

DRUG/ALCOHOL POLICY:

The Bee County Drug/Alcohol Policy applies to this job. Pre-employment drug/alcohol testing is required.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities.