

NOTICE OF JOB OPENING

DEPARTMENT: Milam County Tax Office

POSITION: Deputy Clerk

TYPE: Full-Time (40 hours per week)

POSITION LOCATION: Possibly 2 days in Cameron and 3 days in Rockdale

RATE OF PAY: \$13/hour

POSITION SUMMARY:

This position requires that after a designated period (set by Tax Assessor/Collector [TAC]), the employee have a thorough knowledge of vehicle registration, title procedures, and tax collections. Position requires daily contact with the public and is responsible for processing vehicle transactions, including but not limited to, walk in or mail in renewals, dealer transactions, title transfers, issuing permits and placards. For tax collections: posting tax payments, walk in/mail in/ phone in, posting SIT payments, billing and posting Beer/Wine licenses, posting Mobile Home Escrow payments, printing and billing for tax certificates and statement of accounts, monthly data exports, and banking/ deposits. The employee MUST be proficient at handling cash and balancing a cash drawer daily with procedures provided; any overages will be deposited to county funds and shortages will be paid by employee. The deputy clerk is not responsible for the supervision of other employees. The TAC is the supervisor, but when absent, deputy clerks will answer to the Chief Deputy. Professional customer service skills are a requirement.

ESSENTIAL JOB FUNCTIONS:

Regular attendance and timeliness at the worksite is required. Maintain work area in a professional, organized manner.

Professional Customer Service.

Answer phones, direct calls, and take messages in a timely manner.

Faxing, copying, and processing requests.

Maintain cash drawers with beginning change, daily receipts issued, and daily funds collected.

Prepare checks for deposit. Balance all funds and receipts with daily close-out totals. Daily banking duties, including deposits and merchant capture of checks. Delivery of deposits to bank and picking up mail from post office.

Serve customers at the counter by registering, transferring vehicles, tax collections of all types and providing assistance as required.

Promptly process mail. Process incoming and outgoing mail, including preparing photocopies and collating materials; distribute mail to appropriate department or employee.

Process dealer transactions promptly.

Assist in inventory control.

Provide support to main and substation offices as needed; must have adequate transportation for travel.

Accept and adapt to county/office policies and changes.

The employee must be able to effectively communicate in written and/or oral form; must use tools available to write letters, set up forms, and calculate fees.

Communicate with Tax Assessor-Collector and/or Chief Deputy on a daily basis.

Employees may be exposed to a variety of odors or scents.

Employees may be required to work overtime and will be compensated with compensatory time.

Employees may be exposed to hostile public.

Employees may not have delinquent property taxes in their name.

Employees will be subject to a criminal background check.

Utilize computerized data entry equipment and various word processing and file maintenance programs to enter, store, and/or retrieve information; maintain pertinent files and records; scan and copy documents as necessary; ensure files are complete and accurate.

Any other duty as assigned by the Tax Assessor-Collector within the scope of the department.

CHIEF DEPUTY - employees will answer to Chief Deputy when TAC is absent.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of general office practices and procedures; copy of handbook supplied to new hires.

Skills: must be proficient at handling cash and balancing a cash drawer daily. Assist co-workers in all departments and other offices as needed; display leadership ability as co-workers seek your knowledge; comply with established rules, regulations, policies and statutes; establish and maintain effective working relationships with other county employees, officials and general public; understand and carry out oral and written instruction and learn tasks readily-must take notes and use notes; exceptional organizational skills and proven ability to maintain accurate, detailed records which will be audited periodically; ability to multi-task, work under pressure, and meet established deadlines.

Requires knowledge of principles and processes for providing customer service, which includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Requires knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, completing forms and reports and other office procedures and terminology.

Requires knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.

Requires knowledge of basic arithmetic, including adding, subtracting, multiplication, division and fractions. Must be able to choose the right mathematical method or formula to solve a problem.

Requires knowledge of basic bookkeeping and accounting principles and practices, including banking and reporting of financial data.

Must be an active listener and give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

Must understand written sentences and paragraphs in work related documents.

Must be able to verbally communicate with others. Must be able to speak and talk to others to convey information effectively. Must also speak clearly so that others can understand you.

Must communicate effectively in writing. Must have the ability to read and understand information and ideas presented in writing.

Must have the ability to concentrate on a task over a period of time without being distracted.

EDUCATION:

High school graduation or its equivalent.

Ability to read and write.

CERTIFICATION OR LICENSES:

Must be bondable.

LANGUAGE SKILLS:

English

PHYSICAL REQUIREMENTS:

Required to perform the essential job duties.

Walking, sitting, or standing for long periods of time.

Lifting and carrying materials weighing up to 50 pounds, such as boxes of license plates, files, or stacks of records.

Occasional climbing, stooping, overhead reaching, pulling, pushing, crawling, squatting and/or kneeling.

Communicate by speaking and listening.

Use of hands and fingers.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position, the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle, and arms to reach. The employee is required to be able to stand or sit for prolonged periods of time. The employee must be able to lift up to 15 pounds regularly and 50 pounds occasionally. The position must be able to lift 30 pounds overhead onto a shelf. Specific vision required by this job includes both up close and distance vision.

SPECIAL CONDITIONS

Employee must maintain a valid Texas Driver's License and valid Texas automobile insurance. Employee will use their personal vehicle to run errands for the office.

Requires occasional overtime, which may include weekends and evenings. Position requires professional business attire be worn to work daily.

TRAINING:

THERE WILL BE AN **INITIAL TRAINING PERIOD OF 3 WEEKS.** NOTES MUST BE TAKEN AND ANSWERS TO QUESTIONS MUST BE WRITTEN DOWN. DURING THIS TIME YOU WILL BE EVALUATED BY TAC AND/OR CHIEF DEPUTY. THIS EVALUATION WILL DETERMINE YOUR JOB STATUS. MILAM COUNTY/MILAM COUNTY TAX OFFICE HAS THE RIGHT TO TERMINATE AT ANY TIME.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND EMPLOYEE AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE. THE EMPLOYEE FURTHER UNDERSTANDS AND ACCEPTS THAT THIS POSITION FALLS UNDER THE PROVISION OF AN "AT WILL" EMPLOYMENT, AND UNDER NO CIRCUMSTANCES IS A CONTRACT OF EMPLOYMENT.

TO APPLY:

Applications may be picked up from and returned to Milam County Human Resources, 103 W Main, Cameron, TX 76520; 254-697-7029.

MILAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

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