

NOTICE OF JOB OPENING
MILAM COUNTY TAX OFFICE

FULL TIME POSITION

Deputy Clerk

POSITION SUMMARY

Responsible for daily transactions with the public, including in person, by mail and by telephone.

Responsibilities will be performed under the general supervision of Tax Assessor-Collector, Sr. Chief Deputy, and Chief Deputy. Principle duties and responsibilities include but are not limited to:

- Processing, auditing, and posting to computer terminal, all duties related to – Vehicle Titles/Registration and Taxes.
- Telephone skills.
- Responsible for balancing cash drawer daily.
- Public relations skills
- Be able to lift and or move up to 40 pounds (license plate boxes and record books/boxes.
- Be able to use a computer, calculator, copier, fax machine and telephone.
- Provide transportation to and from work – Cameron and Rockdale.
- Be able to multi-function and retain enormous amounts of information, work at a fast pace while processing DMV and Taxes.
- Process and transport funds to banks and across the County.
- And any other duties deemed necessary to perform the duties of the Milam County Tax Office.

REQUIREMENTS

Minimum education: high school diploma or equivalent

Proficient with calculator-10 key touch, computer terminal, keyboard, printer, copier, telephone, and facsimile machine.

Experience with money handling.

SALARY

To be discussed/determined

APPLICATIONS

Applications are available for pick up and return to the Milam County Human Resources Office, located at 806 N Crockett, Cameron, TX 76520.

Milam County is an Equal Opportunity Employer.