

Presidio County Tax Office is taking applications for a full-time clerk with benefits. Please send applications and resume to: Presidio County Tax Office, 301 N. Highland Ave. or P.O. Box 848, Marfa, TX 79843. All applications and resumes are due by 4 p.m. on August 31, 2017

PRESIDIO COUNTY TAX OFFICE CLERK JOB DESCRIPTION

Position Summary

Handles immediate need of the public dealing with transactions of property tax, motor vehicle or any other transactions required in the everyday operation of the tax office.

Essential Functions of the Job

- Works under the direction of the Tax Assessor/Collector.
- Process property tax, motor vehicle, alcoholic beverage license or any other transactions required on a routine basis.
- Provides information to the public as requested.
- Close out vehicle registration and tax collections daily.
- Counts and maintains accurate accounting of all cash and check transactions to properly balance cash box.
- Insures security of assigned motor vehicle validation receipts, license plates, application for title receipts, and any other inventory assigned.
- Assists Tax Assessor/Collector in annual preparation of tax statements.
- Answer phone, check the mail and take deposits to bank.
- Must be willing to cross train within job duties.
- Willing to travel for trainings.
- Performs other duties as assigned.
- Maintains a high level of professionalism in performing job duties.
- Reliable and dependable attendance.

Knowledge Skills and abilities required to perform the essential functions

- Knowledge of relevant software applications
- Proficient use in email and internet
- Proficient in use of ten-key adding machines
- Good numeracy skills
- Bilingual in Spanish preferred but not required

Physical Requirements

- Ability to remain upright and move for extended periods of time
- Ability to move files, boxes, and materials

Minimum Qualifications

- Must possess a high school diploma or equivalent (GED) with a minimum of two years' experience in a position of comparable scope and complexity.
- Must possess a valid driver's license.
- Must have knowledge of standard office equipment.