



JOB DESCRIPTION

Position Title: Deputy Clerk

FLSA Classification: Non-Exempt

Department: Office of the County Tax Assessor-Collector (Copperas Cove Office)

Position Summary

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

Essential Functions of the Job

1. Works under the direction of the Tax Assessor-Collector
2. Processes property tax, motor vehicle, special tax transactions, or any other transaction required on a routine basis.
3. Provides information to the public as requested.
4. Submits balance reports daily.
5. Counts, locates, and reconciles discrepancies of cash drawer.
6. Maintains accurate accounting of all cash and check transactions to properly balance cash box.
7. Determines amounts due and accepts payments from tax payers.
8. Insures security of assigned motor vehicle validation receipts, license plates, applications for title receipts, and any other inventory assigned.
9. Cross trains staff and trains all new staff on a one-to-one basis.
10. Maintains a high level of professionalism in exercising job duties.
11. Performs other duties as assigned.
12. Processes internet and mail registration renewals.
13. Assist Tax Assessor/Collector in annual preparation of tax statements.
14. Prepares annual close out of tax database and mobile home escrow.

Knowledge Skills and abilities required to perform the essential functions

- Knowledge of relevant software applications including MS Office
- Proficient use in email and internet
- Proficient in use of ten-key adding machines
- Good numeracy skills
- Successful completion of one course provided by Texas State Comptroller; Truth in Taxation Training.

Physical Requirements

- Ability to remain upright and move for extended periods of time.
- Ability to move files, boxes, and materials up to 25 pounds unassisted.

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 be able to facilitate learning to others. Must possess sound judgment and demonstrated professionalism in daily operations.

Must have knowledge of standard office equipment.

Must type 30 wpm.

Salary and Benefits

- Starting salary minimum \$24,650.00
- Two weeks paid vacation
- 13 paid holidays
- Scott & White Health Plan

Resumes will be accepted through May 10, 2023 or until the position is filled. Please mail resumes to:

Justin Carothers
attn: Job Openings
330 Cove Terrace
Copperas Cove TX 76522
or email to tac@coryelltax.com