

GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Dept. at 903-813-4091 to request the assistance.

	Date Posted: July 12, 2018 Closing Date: Open Until Filled Positions Open: 1
Position:	Deputy Tax Assessor-Collector
Department	Vehicle Registration Clerk / Tax Assessor-Collector
Job Number:	H8071201
Minimum Salary:	Salary commensurate with experience
Duties	Participate in the operations and activities of the Tax Assessor-Collector department including the receipt and documentation of county taxes. Collect and record all tax payments and fees; maintain cash register balanced drawer. Participate in issuing and renewing licenses and registrations, which may include boat and vehicle registrations; participate in collecting fees and fines as assigned. Work Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Qualifications:	High school diploma or GED. Excellent typing (50 WPM), PC skills with spreadsheet and database a plus. Experience in tax office procedures, vehicle registration, and title work helpful. Must be able to operate 10 key calculator by touch. An accounting background a plus. Strong customer service skills, self motivator and starter.
Requirements:	Must be able to meet and work with the general public, be dependable, and bondable. Ability to work independently and as a team player. Must pass background check and drug screen. Bilingual (Spanish) a plus.
Benefits:	Excellent employer paid health insurance, vacation, sick leave, retirement plan and paid holidays.