

GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

	Date Posted: April 15, 2025 Closing Date: Open Until Filled Positions Open: 2
Position:	Motor Vehicle Registration Clerk
Department	Motor Vehicle Office / Tax Assessor-Collector 's Office
Minimum Salary:	Salary based on experience.
Duties	Participate in the operations and activities of the Motor Vehicle Office, a department of the Tax Assessor-Collector's office. Duties include the renewal of automobile registrations, processing of titles for all vehicles, including trailers and boats. Collect and record all payments and fees as assigned. Maintain cash register balanced drawer. Business Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m. May be required to work additional hours. May be required to work at other locations.
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. Cash handling experience is required. 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) helpful.
Benefits:	Excellent employer paid health insurance, vacation, sick leave, paid holidays and retirement plan.

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