

BANDERA COUNTY
Job Description

JOB TITLE: Deputy Clerk – Tax Office

PAY GRADE: 13 FLSA: Non-exempt

EMPLOYEE NO.:

OBJECTIVE: To learn and assist with all operations of the Tax Office including motor vehicle.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Tax Assessor-Collector (A/C), through the chain of command;
2. Directs: N/A

GENERAL STATEMENT OF DUTIES:

Assist Tax A/C with providing services to all residents and customers of Bandera County, and to learn all functions of the office to ensure services are handled properly.

ESSENTIAL FUNCTIONS/DUTIES (to include but not limited to):

- * Responsible for opening and closing office;
- * Assist with mail - processing tax payments;
- * Make deposits;
- * File or scan all letters written;
- * Maintain and keep filed all bankruptcies, suits filed, and mobile home liens;
- * Interact with customers by taking payments, answering phones, answering questions pertaining to office, and conducting research;
- * Make copies of all receipts;
- * Issue registration, plates, and titles for Motor Vehicles and boats;
- * Issue, bill, and file tax certificates;
- * Collect tax payments, set up tax payment plans;
- * Collect county beverage fees;
- * Cross reference titles for verification with National Motor Vehicle Identification Title System (NMVITS);
- * Post all property changes when received from Appraisal District;
- * Assist on election days;
- * Balance and close out daily property tax and motor vehicle systems;
- * Regular attendance is required;

TAX-CLK

Created 11/29/11, Revised 6/13/13, 6/26/14

- * Lift 10-25lbs frequently and 25-50lbs occasionally;
- * Perform other duties as may be assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- * Working knowledge of Property Tax Laws, Motor Vehicle procedures and boat procedures;
- * General office skills;
- * Basic accounting skills;
- * General computer skills and knowledge of software;
- * Ability to use office equipment efficiently;
- * Ability to handle money;
- * Knowledge of National Motor Vehicle Identification Title System and Registration Titling System;
- * Ability to complete the on-line Texas Department of Motor Vehicle program;
- * Multi-task oriented;
- * Understanding of scanning of documents including checks to process;
- * Ability to handle money;

PHYSICAL REQUIREMENTS:

- * Ability to lift 10-25lbs frequently and 25-50lbs occasionally;
- * Able to work weekends, additional hours, other locations, and attend conferences either local or various locations throughout the State;
- * Frequent walking, standing, bending, and twisting and occasional driving;
- * Constant use of computer and office equipment;
- * Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

CERTIFICATES AND LICENSES REQUIRED:

- * High School graduate or GED equivalent;
- * Valid Texas Driver's License;
- * Must be bondable;
- * Ability to obtain certification thru Tax Assessor Collectors Association/ Texas Association of Counties.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Acknowledgement of Employee: _____
 (Printed Last, First Name, MI)

Signature of Employee: _____

Approval: _____
(Elected/Appointed Official, Dept. Head/Supervisor) (Date)

Approved by Commissioner's Court: ____ 06-26-2014 ____
(Date)