

**DRIVER LICENSE CUSTOMER SERVICE REPRESENTATIVE
KARNES COUNTY – DRIVER LICENSE OFFICE RENEWAL / REISSUANCE**

Karnes County is accepting applications for the position of *part-time Driver License Customer Service Representative*. This position performs routine office support functions in a Driver License renewal or reissuance office. It includes activities such as determining the legal needs and requirements of applicants, answer general information questions, receives and responds to telephone inquiries from the general public, performs basic check of physical driving capabilities and collects appropriate fees and prepares receipts; ensures accountability that monies balance; captures photographs of applicants their signatures, and their fingerprints. Other duties include preparing daily bookkeeping reports; maintaining office equipment, travel as required to other Driver License Offices and/or to headquarters for training.

The job may be required to work extended hours alone for extended periods of time and other duties as assigned.

Requirements for this position: High school diploma or equivalent. Minimum of two years customer service experience preferred. Cash handling experience preferred but not required. Must be organized, flexible, able to work potentially one weekend a month and flexible hours one evening a week. All candidates must have a valid Texas driver's license, must pass a background check, must provide 3 professional references and a resume.

The job description for this position is available from the Karnes County Judge's Office at 830-780-3732.

Submit employment packet including application, resume & references to:

**KARNES COUNTY JUDGE'S OFFICE
101 N. PANNA MARIA, SUITE 101
KARNES CITY, TEXAS 78118**

Application packets will be accepted until Wednesday, March 27, 2019

KARNES COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER