



## **KARNES COUNTY TAX OFFICE**

### **FULL -TIME DEPUTY CLERK**

#### **SUMMARY**

The position requires that after a designated training period, the successful candidate will have the necessary knowledge of current and delinquent tax assessment and collection procedures, as well as automotive registration and transfer procedures.

#### **RESPONSIBILITIES**

- Assists the public in the office or over the telephone with questions, problems, or transactions as required
- Collects tax payments, issues receipts, and posts payments on computer and to the county tax roll
- Makes various changes to tax roll including changes of address, ownership, value, etc.
- Prepares reports of properties for entities we collect for and agencies we work with; i.e. DMV, bank, Appraisal District
- Calculates partial tax payments and posts to appropriate accounts
- Categorizes taxes into current or delinquent status for recording in appropriate ledgers
- Files and maintains complex tax records and receipts
- Department of Motor Vehicle duties consist of titling, registrations, special plates, temporary permits and handicap placards
- Performs all other duties as assigned.

#### **REQUIRED QUALIFICATIONS**

- High School Diploma
- Minimum of two years of general office procedures
- Knowledge of basic accounting and mathematical procedures
- Knowledge of computer data entry
- Proficient at handling cash and balancing a cash drawer daily
- Exercise good public relations and proper customer service

#### **HOW TO APPLY**

Please complete the Karnes County Employment Application located at <http://www.co.karnes.tx.us/page/karnes.Jobs.Openings>. Submit your completed application and resume to [lacy.pruski@co.karnes.tx.us](mailto:lacy.pruski@co.karnes.tx.us). Applications will be taken until the position is filled.