

Employment Opportunity

Edwards County Tax Office is looking for an organized, responsible person. The position is a part time position for a Deputy Tax Clerk.

ESSENTIAL DUTIES

Assist with Tx-DMV: Motor Vehicle registrations, titles, etc. Will have to complete E-learning classes provided by Tx-DMV. Provides effective and efficient customer service in a timely and professional manner to internal and external customers. Assists with an annual inventory of equipment and supplies. Provides forms and general information to the public by mail or phone. Maintains records and filing system. Compiles and distributes accounting reports and spreadsheets pertaining to such matters as cash receipts, daily mail volume, and refunds of revenue, coordinating with staff on disposal of records according to the agency retention schedule.

Audits accounting and financial documents for accuracy and compliance with departmental policies and procedures and with state.

KNOWLEDGE/SKILLS/ABILITIES

Proficient in the use of technology, computers, and software programs. Must be detail oriented and have organizational skills. Knowledge of language skills, mathematical skills, reasoning ability and general office procedures. Skilled in verbal and written communication. Ability to understand, remember and communicate routine, factual information.

EDUCATION

High School Diploma or equivalent.