

**Job Description: DEPUTY – MOTOR VEHICLE  
(TAX ASSESSOR-COLLECTOR)**

**CLASS NO.** 1403

**EEOC CATEGORY:** Officials and Clerical

**PAY GROUP:** 15

**FLSA:** Nonexempt

**SUMMARY OF POSITION**

Performs various clerical duties and oversees the work of clerks who register motor vehicles; collects taxes and fees; issues receipts; and assists the general public with questions or problems as required.

**ORGANIZATIONAL RELATIONSHIPS**

1.     Reports to:         Tax Assessor-Collector
  
2.     Directs:             This is a non-supervisory position; however, may provide direction to Deputy Clerk I (Tax Assessor-Collector).
  
3.     Other:                Has daily contact with officials of the appraisal district, banks, the Regional Motor Vehicle Bureau, private businesses, and the general public.

**EXAMPLES OF WORK**

Essential Duties\*

Assists the Tax Assessor-Collector with assigned duties;

Assists the general public in person or over the telephone with questions or problems pertaining to motor vehicle registration and taxes;

Prepares weekly motor vehicle registration and title reports;

Collects taxes, beer and liquor fees, etc., and issues receipts;

Assists the general public and dealers in preparing title, renewal, and transfer applications for motor vehicles, boats, and mobile homes;

Prepares property reports, updates property tax records as required, and issues tax certificates;

Files motor vehicle registration and sales tax receipts;

Reviews various reports from Tax Assessor-Collector branch offices;

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
8/2012

## **CLASS NO. 1403 (Continued)**

Maintains adequate inventory of motor vehicle registration, license plate, and license plate sticker application forms for the main office substations;

Reviews the work of clerks who register motor vehicles;  
Prepares correspondence related to motor vehicle matters;

Prepares monthly reports for sales tax collected on new and used vehicles sold within the county; and

Balances monies collected for motor vehicle titles, transfers, registrations, sales tax, etc.

### Other Important Duties\*

Acts as office administrator and manager of the motor vehicle staff in the absence of the Tax Assessor-Collector; and

Performs such other related duties as may be assigned.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* standard clerical practices and procedures; and state and local laws related to the collection of motor vehicle taxes.

*Skill/Ability to:* maintain accurate, complex tax records; prepare technical legal and statistical reports; operate computer using standard word processing data inquiry, and spreadsheet software packages; operate other standard office equipment including typewriter, calculator, telephone, and copy and fax machines; establish and maintain effective working relationships with co-workers, other county employees and officials, outside tax consultants, attorneys, and the general public; and maintain appropriate necessary certifications.

## **ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduation, or its equivalent, plus at least three years of experience collecting motor vehicle taxes;

*Or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

## **CERTIFICATES AND LICENSES REQUIRED**

Registration with the Texas Board of Tax Professional Examiners as a Tax Collector; and must be bondable.