

**Job Description: DEPUTY – VOTER REGISTRATION  
(TAX ASSESSOR-COLLECTOR)**

**CLASS NO.** 1404

**EEOC CATEGORY:** Officials and Clerical

**PAY GROUP:** 15

**FLSA:** Nonexempt

**SUMMARY OF POSITION**

Performs various clerical tasks for the Tax Assessor-Collector's office which focus on voter registration matters, including issuing voter certificates and maintaining voter registration records; collects taxes; and assists with motor vehicle registration.

**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 co-workers and the general public. Has regular contact with the Secretary of State's office and with the Department of Public Safety – Motor Vehicle Division.

**EXAMPLES OF WORK**

Essential Duties\*

Assists the Tax Assessor-Collector with assigned duties;

Maintains voter registration records for the county;

Registers new voters for changes of address or precinct;

Cancels voter registrations for voters who are deceased, have moved out of the country, or are convicted of felony crimes;

Prepares precinct voting lists for elections held within the county;

Manages Chapter 19 funds provided by the Secretary of State's office;

Manages voter registration/elections postage account;

Prepares voter registration/election reports required by the Secretary of State;

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
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## **CLASS NO. 1404 (Continued)**

Prepares and sends voter registration certificate mass mail out on even numbered years;

Notifies persons or returned voter registration certificates to update voter records and to issue new voter certificates;

Maintains record of volunteer Deputy Voter Registrars;

Assists voters with questions concerning correct precinct numbers, polling places, etc.;

Assists in tax collections and in accounting for partial payments of taxes;

Posts tax payments to tax roll and delinquent tax rolls;

Files tax receipts;

Issues vehicle registration renewals and title transfers;

Assists in preparing vehicle title and sales tax reports;

Assists in filing motor vehicle registration receipts; and

Reviews Tax Assessor-Collector branch office reports.

### **Other Important Duties\***

Maintains employee vacation and sick leave records for Tax Assessor-Collector's office; 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 voter registration.

*Skill/Ability to:* maintain accurate, voter registration records; prepare accurate reports; operate 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, state and local agencies, 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 as a voter registrar;

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

This job description does not take into account potential reasonable accommodations.

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**CLASS NO. 1404 (Continued)**

**CERTIFICATES AND LICENSES REQUIRED**

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