

**Job Description: DEPUTY CLERK I**  
**(TAX ASSESSOR-COLLECTOR)**

**CLASS NO.** 1405

**EEOC CATEGORY:** Officials and Clerical

**PAY GROUP:** 13

**FLSA:** Nonexempt

**SUMMARY OF POSITION**

Performs various clerical tasks pertaining to tax collections and motor vehicle registration; and assists the general public in person or over the telephone with questions, problems, and transaction.

**ORGANIZATIONAL RELATIONSHIPS**

1.     Reports to:         Tax Assessor-Collector; may receive assignments from Deputy-Tax, Deputy-Motor Vehicle, and/or Deputy-Voter Registration.
  
2.     Directs:             This is a non-supervisory position.
  
3.     Other:             Has daily contact with abstract and title companies, appraisal office, county officials, attorneys, banks, the Texas Department of Public Safety-Division of Motor Vehicles, and the general public.

**EXAMPLES OF WORK**

Essential Duties\*

Assists the general 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 abstract and title companies or the general public and issues tax certificates;

Calculates partial tax payments and posts to appropriate accounts;

Types of tax refund or remittance checks;

Categorizes taxes into current or delinquent status for recording in appropriate ledgers;

Files and maintains complex tax records and receipts;

\*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. 1405 (Continued)**

Assists the general public in locating property ownership records;

Calculates agricultural use rollback taxes received from the appraisal district;

Prepares various correspondence answering questions concerning tax issues;

Microfilms paid receipts and changes order requests annually;

Registers vehicles, transfers vehicle titles, and renews vehicle licenses;

Assists the general public and vehicle dealers in preparing vehicle title, renewal, and transfer applications, including typing applications;

Issues receipts and posts payments for motor vehicle registration transactions;

Assists the general public with questions concerning voter registration and directs to the appropriate clerk; and

Mails tax statements annually.

Other Important Duties\*

May balance cash registers biweekly with computer collection report;

May make deposits to various accounts;

May prepare monthly collections report for County Auditor's office;

Assists in duties at Tax Assessor-Collector branch offices as requires; and

Performs such other related duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* current business practices and procedures.

*Skill/Ability to:* operated, or demonstrate ability to learn to operate, a computer using standard word processing, data inquiry, or spreadsheet software packages; type accurately at a speed of at least 45 words per minute; operate a ten-key calculator by touch; correctly use business English, spelling, punctuation, and arithmetic; understand and follow instructions and learn assigned clerical tasks readily; establish and maintain effective working relationships with other county employees, officials, and the general public; and maintain appropriate necessary certifications.

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

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Chambers County

**CLASS NO. 1405 (Continued)**

**ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduation, or its equivalent, plus at least one year of experience of responsible clerical and/or bookkeeping experience;

*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.