

**CASS COUNTY, TEXAS  
POSITION VACANCY  
PLEASE POST**

<b>Job Title:</b> Deputy Clerk		<b>Job Announcement Number:</b> TAC 26-0001	
<b>Department:</b>  Tax Assessor/Collector	<b>Salary:</b>  \$16.56 HR	<b>Position Type:</b>  Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/> Temporary: <input type="checkbox"/>	
<b>Additional Position Information:</b> , FLSA Non-Exempt			

**POSITION DESCRIPTION**

**Summary Statement of Work Performed:** The Tax Assessor-Collector prepares transfer of title for all vehicles, boats and boat motors, collects sales tax, issues vehicle license, permits and disabled placards. Prepares and mails tax statements, collects taxes, prepares tax certificates, maintains up to date records of all registered voters in the County. Prepares the list of eligible voters for all elections. Information and transactions for all of the above are entered into the computer daily. Reports are compiled and cash drawers are balanced daily. The deputy clerk shall perform duties as assigned pertaining to the Tax Assessor-Collector's office. The deputy clerk shall insure that accurate and timely office communications are facilitated and that the office is presented in a positive manner. Also, the deputy clerk shall be courteous and helpful in every manner possible.

**POSITION SPECIFICATIONS**

**Education:** High School graduate or equivalent

**Personal Job-Related Skills:** Good typing skills, working knowledge of Microsoft Word & Excel, ability to operate copy machine, a fax machine and calculator, as well as, good telephone skills, ability to handle and balance large amounts of money, good organizational skills, and ability to prepare reports. Good interpersonal skills required.

**Licensure, Registry or Certification:**

**Experience:**

1. **Prior Work Experience:** One (1) year experience working in an office or working with the general public preferred.
2. **Technical Training:**

**Physical and Mental Requirements:** Ability to sit for long periods of time and lift heavy objects up to a weight of 50 pounds. Position requires intermittent walking, sitting, and standing; some bending, stooping, and reaching. The ability to comprehend and follow routine written or verbal instructions or directions.

<p>An official Cass County Application must be received by Cass County Treasurer Melissa Shores, 2<sup>nd</sup> Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX or email to <a href="mailto:melissa.shores@casscountytexas.gov">melissa.shores@casscountytexas.gov</a></p> <p style="text-align: center;"><b>UNTIL FILLED</b></p>	<p style="text-align: center;"><b>HOW TO MAKE APPLICATION</b></p> <p style="text-align: center;"><b>For An Application Contact:</b> Cass County Treasurer PO Box 152- Linden, TX 75563 2<sup>nd</sup> Floor, Cass County Law Enforcement and Justice Center or Go to <a href="http://www.co.cass.tx.us">www.co.cass.tx.us</a>; County Offices; Treasurer to print out an application from the County website.</p>
<p style="text-align: center;">Resumes without an application form will not be accepted</p>	<p style="text-align: center;"><b>EQUAL OPPORTUNITY EMPLOYER</b></p> <p style="text-align: center;">Auxiliary aids and services are available upon request to individuals with disabilities.</p>