

## The Gonzales County Tax Office

**is currently accepting applications for a full time Deputy Voter Clerk.**

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**Position requires:**

- Excellent customer service skills including excellent communication and writing skills
- Ability to manage time effectively and accurately
- Be proficient in all Microsoft Office programs and Adobe Acrobat
- Be able to multi-task, handle high stress situations such as heavy workload in a fast paced environment adhering to mandatory deadlines.
- Must be able to follow directions, research problems, make decisions, and work well with others and the general public while maintaining confidentiality in the performance of duties.
- Ability to operate office equipment such as copier, scanner, projector, computer, 10 key by touch, VoIP fax, and VoIP phone system.
- Be able to travel for employee training and office related seminars.
- Must be able to work all extended election related hours.
- Some heavy lifting of file boxes up to 40 pounds with help.
- Knowledge of the county geographical area would be helpful.

**Special Requirements:** Job offer contingent upon passing a criminal background investigation. Must be bondable with bond being made to the Tax Assessor Collector.

Applications may be obtained at the Gonzales County Tax Office, located at 427 Saint George, Suite 100, Gonzales, Texas or at [www.co.gonzales.tx.us](http://www.co.gonzales.tx.us). Only complete applications will be considered. A drug and alcohol test and physical will be required. Gonzales County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services. EOE.