

Office: Gonzales County Tax Assessor-Collector

Position: Clerk Level 1

Starting Salary: \$22.00/hour

Essential Duties/Functions:

- Assist in resolving problems arising with the public or other county or state departments relating to property tax collection activities and motor vehicle and other license fees.
- Research property tax records
- Provide customer service to general public (in person transactions) by receiving payments, posting transactions in computer systems, issuing receipts for motor vehicle registration and titling fees, property tax collections, alcoholic beverage permits, and various other fees collected by Tax Assessor-Collector.
- Prepare reports in a neat, systematic and legible manner
- Perform complex mathematical calculations with or without mechanical assistance
- Research legal information relating to codes, statutes, rules and regulations
- Operate a computer using standard word processing, data inquiry, accounting and spreadsheet software packages with a high degree of accuracy
- Operate other standard office equipment, including copiers, scanners and adding machines
- Correctly use business English, spelling, punctuation, and math
- Understand and carry out oral and written instructions and learn assigned tasks readily; make decisions in accordance with established departmental rules

Position Requires:

- HS education or equivalent
- Ability to manage time effectively and adhere to mandatory deadlines
- Be able to multi-task, handle high stress situations such as heavy workloads in a fast-paced environment
- Must be able to work closely with others and the general public while maintaining confidentiality of records in the performance of duties as required by law
- General office skills
- Phone etiquette
- Data entry
- Must complete and pass ALL of the Texas Department of Motor Vehicles eLearning Modules.
- Must be bondable.

Working Conditions and Schedules:

- This position is in the Gonzales County Randle Rather Annex which is a standard office environment with heating and air conditioning.
- Daily and prolonged repetitive motor movements
- Computer and data entry and use of office equipment during prolonged periods of sitting and standing
- Stooping, bending, lifting (up to 50 pounds with help), and moving storage files and boxes
- Normal work schedule is Monday – Friday 8:00 am – 5:00 pm, with a one-hour lunch break (40 hours per week). Regular Attendance is required. Employees must arrive on time, be prepared to perform assigned duties, and properly record work hours. Unscheduled hours, including holidays and weekends, may be required due to workloads, personnel shortages, or emergencies.

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. No resume will be accepted in lieu of an application form. Only complete applications will be considered. A drug and alcohol test 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.