

DEPARTMENT: SAN JACINTO COUNTY TAX ASSESSOR COLLECTOR-OPEN UNTIL FILLED
JOB TITLE: DEPUTY CLERK
FULL TIME POSITION- (HEAVY WORKLOAD- no vacation allowed December - February)

Education Experience and Skill Requirements:

CUSTOMER SERVICE A MUST – (must be able to communicate with customers)

High School Diploma or equivalent

Computer (Word & Excel), QuickBooks and ten key by touch

Minimum two years clerical experience (preferably banking, or customer service)

May be ask to work our Shepherd sub- station as well.

Must be able to stoop, bend and lift approximately 40 pounds.

Must be able to pass a drug test, background check and physical.

Must be able to follow directions and work independently as well as with others.

Ability to multi-task.

Must be dependable and attendance be timely.

Primary Job Duties:

Customer Service

Receive and process Tax payments/Motor Vehicle transactions

Receive all incoming mail daily

Filing

Answering phones

Any other duties as assigned

San Jacinto County is an equal opportunity employer.

Except where prohibited by state law, employment is conditioned upon successfully passing a drug test.

Employment applications are available at www.co.san-jacinto.tx.us under Employment Opportunities>Job Openings.

Position is open until filled.

Deliver to:

San Jacinto County Tax office

111 State Hwy 150, RM C5

Coldspring, TX 77331

Questions call Betty Davis @ 936-653-3292 or 2311

Email bdavis@san-jac.us If you email application and you are called for interview you will need to bring in original completed application. **Application required**