

EASTLAND COUNTY JOB DESCRIPTION

POSITION TITLE: Deputy Tax Assessor-Collector

DEPARTMENT: Tax Office

REPORTS TO: Tax Assessor-Collector

SALARY RANGE: \$15.288 per hour

Non-Exempt Part-Time Position

POSITION SUMMARY: Responsible for assisting the Tax Assessor-Collector to fulfill her duties.

ESSENTIAL JOB FUNCTIONS:

1. Work with the public with courtesy, respect, and humility
 2. Apply payments through the mail and in person for all types of vehicle registration and titling to RTS system
 3. Apply payments through the mail and in person of all types of boat registration and titling of boats and motors to the Parks and Wildlife link on the RTS system
 4. Responsible for all work and funds balancing on the RTS workstation
 5. Answering the phone and assist with courtesy and efficiency
-

ADDITIONAL JOB DUTIES: Use and maintain basic office equipment such as computer, copier, printer, calculator, telephone and postage machine.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Must be willing to learn the job functions and operation of the Tax Office.

REQUIRED SKILLS: Basic office skills, legible handwriting, oral communication skills, and able to keep your composure during high stress situations.

PREFERRED SKILLS: Ability to work as a team player with coworkers and work with a variety of County officials, employees, and the public.

PHYSICAL REQUIREMENTS: Requires the ability to sit at a desk or stand at the counter for long periods of time and intermittently walk, stoop, kneel and reach while performing office duties. Must be able to lift or move up to twenty-five pounds. Also requires the ability to type on computer keyboards, press calculator keys, and dial telephones.

JOB DESCRIPTION

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skill required for the position.

Employee’s Signature

Date

Department Head Signature

Date