

**Llano County
Employment Opportunity
Tax Office
Auto/Tax Deputy Clerk – Part-Time \$15.75/hr.**

The Llano County Tax office is accepting applications for a part-time auto/tax deputy clerk. This is a non-exempt position under the direction of the Tax Assessor/Collector and/or Chief Deputy to assist in the operations of the auto and tax department, including but not limited to; automobile registration, title transfers, balancing and reconciling daily funds reports and receipts, and assisting the public. This position requires an average of 24 hrs. per week.

Other requirements may include traveling to sub offices as needed. Must have a professional attitude, good communication skills, a strong work ethic and the ability to work efficiently during busy seasons.

Job Location: Llano County Tax Office, 100 W. Sandstone, Llano, Texas 78643
Job open: March 21, 2024 (negotiable) until filled

Benefits include: Retirement

Back ground check is required

For a complete job description and application, please go to www.co.llano.tx.us. Return completed application to the Llano County Human Resource department located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: lisa.otto@co.llano.tx.us.

For questions, please call the Llano County Human Resources @ 325-247-3009.

Llano County is an Equal Opportunity Employer

Llano County Job Description

Job Title: Deputy Auto/Tax PT

Base: PT - \$15.75

FLSA: Non-Exempt

Department: Tax Office

EEO: 06 Administrative Support

Reports To: Tax Collector

SUMMARY OF RESPONSIBILITIES AND GOALS:

To perform the required activities and operations of the County Tax Assessor-Collector's Office under the direct supervision of the Chief and/or Assistant Chief Deputy Auto/Tax Department. Also, to assist customers with auto and property tax transactions and provide friendly and informative customer service to our Llano County Residents.

ESSENTIAL DUTIES:

- Communicate with customers, employees and other individuals to answer questions or explain information regarding auto transactions and tax payments.
- Learn and develop required skills to be able to function acceptably with limited supervision and work independently.
- Collect, count and make correct change. Be able to balance cash drawer accurately on a daily basis.
- Process and complete transactions correctly and efficiently with attention to detail.
- Gain knowledge in the tax department to achieve cross training goals and have considerable knowledge in both the auto and tax departments.

MAIN MARGINAL DUTIES:

- Occasionally moves heavy boxes within the office.
- Constantly operates a computer and other machinery, such as calculator, copier, fax, printer, etc.
- Perform other duties as assigned

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or equivalent
- Valid Texas Driver's License

MATHEMATICAL SKILLS:

- Basic math skills

PHYSICAL DEMANDS:

- Must be able to lift/carry weight up to 25 pounds.
- Remain in seated position for extended periods of time.
- Talk/Hear and correctly communicate information.

This job description does not constitute an employment agreement between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Llano County for the position of _____ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

Employee's Signature

Date