

**Llano County
Employment Opportunity
Tax Office
Deputy Auto/Tax PT – \$17.42/hr.**

The Llano County Tax Office is seeking candidates for the part-time position of Deputy Auto/Tax PT, under the supervision of the Chief and/or Assistant Chief Deputy Auto/Tax, to perform the required activities and operations of the County Tax Assessor-Collector's Office. Duties to include, but not limited to, assist customers with auto and property tax transactions and provide friendly and informative customer service to our Llano County residents.

Job Location: Llano County Tax Office, 100 W. Sandstone Ste. 100A, Llano, Texas 78643
Job open: October 1, 2025 until filled

Benefits include: Retirement

Background 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: nlevlon@co.llano.tx.us.

For questions, please call the Llano County Tax Office @ 325-247-4165.

Llano County is an Equal Opportunity Employer

Llano County Job Description

Job Title: Deputy Auto/Tax PT

Base: \$17.42/hr

FLSA: Non-Exempt

Department: Tax Office

EEO: 06 Administrative Support

Reports To: Tax Collector

Summary:

This is a part-time position 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.