

## NOTICE OF JOB OPENING

Andrews County is currently accepting applications to fill a full time position at the Andrews County Tax Assessor Collector's Office. Applications are available in the office of the County Judge and online at [www.co.andrews.tx.us](http://www.co.andrews.tx.us) and will be accepted **until position is filled**. Please return completed application to the Andrews County Tax Assessor Collector 210 NW 2<sup>nd</sup> St., Andrews, Tx.

According to Andrews County Personnel Policy, the Job Description is posted with this announcement, and is available upon request in the County Judge's Office, Courthouse, Room 104, Andrews County, Texas, 79714.

Applications will be considered regardless of race, creed, sex, national origin, or age in compliance with Federal Regulations. A verification of references will be made as well as a check on Applicants' driving records in order to assure insurance coverage on the individuals. Poor driving records or DWI convictions will eliminate an applicant from consideration for employment.

A physical examination will be arranged and paid for by Andrews County for the prospective employee, which is selected, prior to their acceptance of employment, in order to assure health insurance coverage for the individual. This physical shall include drug testing, as provided by the Personnel Policy

### **JOB DESCRIPTION – TAX OFFICE DEPUTY CLERK**

#### **DUTIES AND RESPONSIBILITIES:**

##### **Tax Collections**

- Post all tax payments, including mortgage company and oil company payments, which can consist of more than 100 individual property or mineral interests per check
- Print and mail tax payment receipts
- Maintain hard copies of all receipts and tax roll corrections, in date order
- Research, if necessary, of previous tax year information when it is not in system for viewing
- Post Vehicle Inventory Tax payments made by local dealers and maintain files for each dealer with inventory sheets, declarations, etc.
- Maintain files for all suits filed by the delinquent tax attorneys and bankruptcies and update property records in computer system to reflect all legal action pending
- Set up installment agreements with customers and maintain files for each
- Prepare Tax Certificates and Statement of Accounts and collect fees for each; generate monthly reports for tax certificates, verify count, and send statements if necessary for collections
- Generate daily reports to balance respectively and report the taxes collected and dispersed
- Answer **all** phone calls regarding tax information, payments due, property ownership, delinquencies, etc
- Must be able to handle heavy counter traffic and aggressive customers

##### **Motor Vehicle Registration**

- Handle vast amounts of registration renewals, title transactions and vehicle inquiries via mail and in person
- Issue license plates, windshield stickers, plate stickers, temporary permits, combination plates, disabled placards, special plates to customers
- Input information in TX DMV RTS database (Registration and Title System)

- Examine out of state and out of country ownership evidence to make proper decisions regarding the process of transactions
- Process vast amounts of title transactions from dealerships and local businesses
- Check titles on a daily basis to maintain accuracy
- Maintain adequate supply of all forms and other documents necessary to complete various transactions
- Maintain copies of daily receipts
- Generate daily and monthly reports for collections and distributions,
- Must stay up to date on new laws, new procedures, and read Registration and Title Bulletins from TXDMV
- Make address corrections and update RTS database, if necessary
- Answer **all** phone calls regarding vehicle registrations, title transactions, permits, etc.
- Must be able to handle heavy counter traffic and aggressive customers

### **General Duties and Responsibilities**

- Answer vast phone calls and provide necessary information
- Take daily mail and deposit to bank
- Deputize forms for in house use
- General maintenance of office equipment
- General computer skills, working with databases and knowledge of programs such as Excel, Word, are required
- Heavy lifting of boxes, supplies, inventory, etc
- Handle heavy customer traffic

### **QUALIFICATIONS:**

Must have a High School Diploma or GED

*The above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.*