



**Madison County
Tax Assessor/Collector**

Karen M. Lane
101 W. Main, Room 102
P. O. Box 417
Madisonville, Texas 77864
(936)348-2654 fax : (936)348-2655
email : karen.lane@madisoncountytexas.org

DATE: October 22, 2024
POSITION: Clerk 1 - Tax Office -Part Time
POSTING: Until filled
STARTING PAY: \$10.00 per hour
HOURS: 20 TO 25 hours per week

QUALIFICATIONS:

High School Diploma or G.E.D equivalent is required.
Need to have the ability to understand and follow state and federal laws as they apply to property taxes, motor vehicle and boat/motor transactions.

Must be skilled in money handling practices, general office equipment including 10 key and computer programs such as excel, word, etc. **Must be bondable.**

Must be able to establish and maintain effective working relationship with coworkers, county employees, and elected/appointed officials and the public, bilingual a plus, and the ability to multi-task is essential.

DUTIES to include but not limited to:

Answering the phone, processing mail,
Assisting the General Public and Dealer motor vehicle transactions such as title transfers, renewals, plate exchanges, special plates, disabled applications, etc.

Property tax: payments, installment agreements and general questions.

Any other duties assigned by Tax Assessor/Collector.

APPLY: Madison County Tax Assessor/Collector
101 West Main, Suite 102
Madisonville TX 77864

23 FILED
AT 2 O'CLOCK P.M.

OCT 22 2024

ADRIAN LAWSON, MADISON COUNTY CLERK

BY _____
DEPUTY CLERK