



Karnes County Job Description

Karnes County Tax Office Deputy Clerk (Part-Time)

Department	Karnes County Tax Office	FLSA Status	Non- Exempt
Reports To	Karnes County Tax Collector/Assessor and Chief Deputy Clerk	EEO Classification	
Salary	\$19.23 hour		

Position Summary

The position requires that after a designated training period, the successful candidate will have the necessary knowledge of current and delinquent tax assessment and collection procedures, as well as automotive registration and transfer procedures required by TxDMV.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions. This job takes place in a very fast-paced office. The noise level in the work environment is usually moderate and can be high during busy hours of the day.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Physical requirements include the ability to lift/carry up to 25 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment; subject to standing, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform essential functions.

ESSENTIAL FUNCTIONS

Job Function

- Assists the public in the office or over the telephone with questions, problems, or transactions as required
- Collects tax payments, issues receipts, and posts payments on computer and to the county tax roll
- Makes various changes to tax roll including changes of address, ownership, value, etc.
- Prepares reports of properties for entities we collect for and agencies we work with; i.e. DMV, bank, Appraisal District
- Calculates partial tax payments and posts to appropriate accounts
- Categorizes taxes into current or delinquent status for recording in appropriate ledgers
- Files and maintains complex tax records and receipts
- Department of Motor Vehicle duties consist of titling, registrations, special plates, temporary permits, handicap placards and web dealer
- Issues tax certificates



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- Help to account for all DMV inventory
- Perform all and any other related duties as assigned

This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

QUALIFICATIONS

Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none"> • High School Diploma 	<ul style="list-style-type: none"> • Minimum of two years of general office procedures • Knowledge of basic accounting and mathematical procedures • Knowledge of computer data entry • Proficient at handling cash and balancing a cash drawer daily • Exercise good public relations and proper customer service 	<ul style="list-style-type: none"> • Valid Texas Driver License 	<ul style="list-style-type: none"> • Criminal background check • Pre-employment Drug/Alcohol Test 	<ul style="list-style-type: none"> • Spanish speaking desired • Microsoft Office Programs • E-mail • Internet • Phone • Fax • Office Equipment

Special (Additional) Notes

County employees receive retirement benefits through the Texas County & District Retirement System. In addition, Karnes County will observe paid holidays. Eligible employees will accrue PTO and vacation, which are held until 90 days are complete.

HOW TO APPLY

Please complete the Karnes County Employment Application located at <https://www.co.karnes.tx.us/upload/page/1040/docs/County%20Blank%20Applications/2025%20Karnes%20County%20Employment%20Application.pdf>

A Karnes County application and resume should be emailed to tammy.braudaway@co.karnes.tx.us and desiree.evans@co.karnes.tx.us.

Position will be posted until it is filled.