



## Human Resources

### EMPLOYMENT OPPORTUNITY

POSITION: **DEPUTY TAX COLLECTOR II**  
DEPARTMENT: Tax Assessor  
DATE POSTED: January 7, 2026  
CLOSING DATE: Open until Filled  
HIRING SALARY: **\$16.49 per hour**

#### POSITION OVERVIEW

Performs a wide variety of administrative duties in support of the County's Tax Office. Provides registration renewals for various types of vehicles including boats, trailers and motor homes. Receives, processes, posts and balances tax payments collected. Answers calls and responds to inquiries from the public; performs other duties as apparent and/or assigned.

#### EDUCATION/EXPERIENCE

High School Diploma/equivalent and 2 years administrative/customer service experience. Experience in a similar environment or governmental experience preferred. Knowledge of general office practices/equipment and standard computer and software applications required. Must have a public service attitude and ability to interact in a courteous and professional manner with officials, staff and the general public at all times.

#### LICENSE / CERTIFICATION

A valid Texas Driver's License; Notary Public License  
Must successfully complete required Motor Vehicle E-learning Modules – TXDMV

#### ADDITIONAL INFORMATION

Must successfully complete background check, post-offer drug screen, physical condition evaluation and/or other testing in accordance with Harrison County policy and/or as authorized by law.

Benefits: Medical/Dental/Vision/Life  
PTO/Vacation/Holiday/Sick Leave  
TCDRS Retirement and optional 457 retirement

Hours of work: Day shift / 40 hours per week

**HARRISON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

#### SUBMIT APPLICATION TO:

**HARRISON COUNTY HUMAN RESOURCES**  
200 W Houston St, Room 328  
Marshall, TX 75670  
[hrassist@co.harrison.tx.us](mailto:hrassist@co.harrison.tx.us)

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FB: [@harrisoncountyjobs](https://www.facebook.com/harrisoncountyjobs)