

POSTED DATE: April 5, 2022

CLOSING DATE: Until filled

IDENTIFICATION

Position Title: DEPUTY CLERK
Department: TAX ASSESSOR/COLLECTOR
Immediate Supervisor: JOSH DAVIS, BOWIE COUNTY TAC
Salary: Annual Salary: Depending on Experience

FILE FOR RECORD IN
BOWIE COUNTY, TEXAS
TINA PETTY, COUNTY CLERK

2022 APR 5 PM 4:02

JOB SUMMARY

Provide clerical support to the Bowie County TAC; exercise custodial duties over all records of the office; process and record registrations and titling of ownership of vehicles and watercraft.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- 1) Perform duties as assigned by Tax Assessor/Collector or his/her Designee.**
- 2) Duties are to provide excellent customer service, while assisting the public with all transactions per Bowie County TAC policies and procedures following The Texas Department of Motor Vehicles Titles and Registration manuals, and assist the public with all watercraft transactions as set out by Bowie County TAC policies and procedures following the Texas Parks and Wildlife manuals.**
- 3) Answer telephone calls, handle mail, file records, and balance cash receipts.**

EDUCATION, KNOWLEDGE, SKILL, AND ABILITY REQUIRED

- 1) Graduation from accredited school with valid diploma, or G.E.D. equivalent**
- 2) Competent typing and computer skills**
- 3) Demonstrated ability to learn quickly and work effectively with the public**
- 4) Ability to handle cash, make change, and balance cash receipts**
- 5) Bondable**

WORKING CONDITIONS

Accountable for management of large amounts of revenue. Subject to moderate to heavy amounts of concentrated work periods sufficient to cause fatigue. Ability and willingness to follow the Bowie County TAC policies and procedures

NOTE: The above declarations are not 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 ability required to do the job. Rather, they are intended to describe the general nature of the job.

Job Applications may be pick up at following locations or online at www.co.bowie.tx.us

Bowie County TAC office

601 Main Street

Texarkana, TX 75501

Bowie County Courthouse

710 James Bowie Drive

New Boston, TX 75570

ALL APPLICATIONS MUST BE TURNED INTO OR MAILED TO THE BOWIE COUNTY TAC OFFICE