

# Van Zandt County

## Job Description

**JOB TITLE:** Deputy Clerk – Full Time

**DEPARTMENT:** Tax Assessor Collector

**SALARY:** \$ 11.50 Hour - 40 hours week

**LOCATION:** Canton - Main Office/Wills Point/Grand Saline/Ben Wheeler Sub-Stations

**FLSA STAUTS:** Non – Exempt

**POSTING DATE:** September 17, 2019

**POSTED UNTIL FILLED**

### **POSITION SUMMARY**

This position requires that after a designated training period, the employee have a thorough knowledge of vehicle registration and titling procedures. Daily contact with the public and is responsible for processing vehicle transactions including, but not limited to, walk in/mail in/online renewals, dealer transactions, fleet registrations, title transfers, research, interpret and apply the Texas Department of Motor Vehicles and the Texas Comptroller of Public Account policies and procedures. Work closely with Texas Department of Motor Vehicles, Texas Comptroller of Public Account, and local dealerships. The employee **must** be proficient at handling cash and balancing a cash drawer daily. The employee is not responsible for the supervision of other employees. Professional customer service skills are a requirement.

### **ESSENTIAL JOB FUNCTIONS**

- Regular attendance and timeliness at the worksite is required.
- Maintain work area in a professional, organized manner.
- Professional Customer Service
- Answer phones, direct calls and take messages in a timely manner
- Maintain cash drawer with beginning change, daily receipts issued and daily funds collected. Prepare checks for deposit. Balance all funds and receipts with daily close-out totals.
- Serve customers at the counter by registering and transferring vehicles and providing assistance with vehicle transactions as required.
- Promptly process mail in/online renewals.
- Process dealer transactions for new and used vehicle sales within a 48 hour turnaround.
- Assist customers with Specialty license plates.
- Be knowledgeable of the Texas Department of Motor Vehicle Registration and Title Manuals and apply them to daily tasks.
- Be knowledgeable in the Comptroller Motor Vehicle Manual and apply them to daily tasks.
- Accurately maintain filing system.
- Assist in Inventory Control.
- Provide support to main and sub-station offices, as needed.
- Accept and adapt to county/office policies/changes.
- The employee must be able to effectively communicate in written and oral form; must use the tools available to write letters, set up forms, and calculate fees for a professional approach to communication with the customers.
- Communicate with the Tax Assessor regularly.

**ADDITIONAL JOB DUTIES:** Any other duty as assigned by the Tax Assessor within the scope of the department.

**REQUIRED KNOWLEDGE AND SKILLS**

Knowledge: General office practices and procedures; familiar with codes, statutes, rules and regulations pertaining to motor vehicle title, registration and sales tax fees collected by this office.

Skills: Must be proficient at handling cash and balancing a cash drawer daily. Assist co-workers in all departments and other offices as needed; display leadership ability as co-workers seek your knowledge; comply with established rules, regulations, policies and statutes; establish and maintain effective working relationships with other county employees, officials and the general public; understand and carry out oral and written instruction and learn tasks readily; exceptional organizational skills and proven ability to maintain accurate, detailed records that will be audited periodically; able to multi-task and work under pressure and meet established deadlines.

**PHYSICAL REQUIREMENTS**

- Required to perform the essential job duties.
- To be ADA compliant
  - Walking, sitting, or standing for long periods of time.
  - Lifting and carrying materials weighing up to 50 pounds such as boxes of license plates, files or stacks of records.
  - Occasional climbing, stooping, crawling, squatting, and/or kneeling.

**EDUCATION**

- High school graduation, or its equivalent, combination of experience, education and training that provides the required knowledge and skills.
- Ability to read and write.

**CERTIFICATION OR LICENSES**

- Requires a valid driver's license.
- Must be bondable.

**LANGUAGE SKILLS**

English

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.

AN EQUAL OPPORTUNITY EMPLOYER