



## CALDWELL COUNTY

### *Job Description*

**Job Title:** Chief Deputy  
**Department:** Caldwell County Tax Office  
**Location:** 110 S. Main Street.  
Lockhart, Texas

**Salary:**  
**FLSA Status:** Non-Exempt  
**Prepared by:** Human Resources Dept.

\*Applications will be accepted until the position is filled.

\*Please return job application to Caldwell County Human Resources, 3<sup>rd</sup> Floor Caldwell County Courthouse.

#### **Summary:**

This position requires that after a designated training period, the successful candidate have a thorough knowledge of automobile registration and titling procedures. He/She has daily contact with the public and is responsible for processing an annual average of 130,000 vehicle transactions including, but not limited to, license renewals, dealer transactions, subcontractor renewals, fleet registrations, internet transactions, and title transfers. Accurately input and balance dollar collections. Research, interpret, and apply the Texas Department of Motor Vehicles and the Texas Comptroller's office, and local dealerships. The successful candidate must be proficient at handling cash and balancing a cash drawer daily. Good customer service skills are a requirement.

**Management Scope:** Manages the daily activities of all staff

#### **Duties and Responsibilities**

- Supervise employees
- Secure daily cash collections at the end of the business day.
- Deposit daily funds to Treasurer Office
- Display good decision making skills when needed.
- Assist fellow workers in all departments and other offices as needed.
- Display leadership ability as other employees seek your knowledge.
- Communicate with Tax Assessor regularly.
- Work with no supervision
- Be proactive. Seek new and better ways to perform daily tasks and increase efficiency.
- Serve customers at the counter by registering and transferring vehicles, and providing assistance with other motor vehicle transactions as required.
- Promptly produce and mail out registration renewals.
- Process dealer transactions for new and used vehicle sales within a 48 hour turnaround.
- Coordinate with the Texas Department of Motor Vehicles and Texas Comptroller of Public Accounts to respond to citizen requests in a timely, professional manner.
- Contact customers by phone to inform them of their Specialty plates arrival.
- Process and balance credit card transactions
- Process Internet Renewals
- Accurately maintain disabled database
- Accurately maintain filing system

- Process Title Packet Report for Texas Department of Motor Vehicles
- Answer multi-line phone system
- Perform mailroom duties as requested
- Maintain work area in a professional, organized manner.

## **MANDATORY QUALIFICATIONS:**

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or one to four years of related experience and/or training; or equivalent combination of education and experience. The individual should possess a thorough working knowledge of cash handling, computer data entry, customer service, and general office procedures.

### **LANGUAGE SKILLS**

Must be able to effectively communicate in written and oral form. Must answer telephone calls from the public, state offices, and others regarding motor vehicle laws and policies regarding licensing and titles. Must use the tools available to write letters, set up forms, and calculate fees for a professional approach to communication with the taxpayers.

### **PHYSICAL DEMANDS**

This is a sedentary position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach, and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.