

KATHY PHILLIPS
MONTAGUE COUNTY TAX OFFICE
PO BOX 8 MONTAGUE, TX 76251 · 940-894-3601
TAC@CO.MONTAGUE.TX.US

JOB ANNOUNCEMENT

THE MONTAGUE COUNTY TAX OFFICE IS ACCEPTING APPLICATIONS FOR A FULL TIME POSITION IN THE PROPERTY TAX DEPARTMENT

EXPERIENCE/SKILLS:

- Proficient with calculator, data entry, internet, and email
- Detail oriented and have the ability to multi-task with multiple interruptions and tasks given
- Customer friendly attitude
- Operate various office machines
- Have basic math skills & 1 years of cash handling experience
- Must be dependable and flexible

ESSENTIAL RESPONSIBILITIES:

- Balance cash drawer daily
- Serve customers via phone, email, mail, and in person
- Adapt to changes frequently regarding Texas laws and requirements
- Process transactions
- Have a working knowledge of the laws, software, and procedures to assist the motor vehicle department when needed

ENVIRONMENTAL DEMANDS:

- Position involves prolonged sitting at a workstation, visual examination of documents, reaching, walking, twisting, bending, standing and occasional lifting of 25 lbs
- Work effectively in a team environment and be willing to assist other team members as needed
- Maintain confidentiality

MINIMUM QUALIFICATIONS:

- One year of customer service and cash handling experience
- Software experience in word, excel, internet browsers, email applications, etc
- Must be bondable
- Speak English / Bilingual a plus
- Ability to speak loudly majority of the day
- Be able to work Mon-Fri 8:00am to 5:00pm

APPLICATIONS: are available at the Montague County Treasurer's office or on the county website
www.co.montague.tx.us