

Tax Office

Temporary Clerk – Liberty (6 months)

Salary: TBD

### Job Description:

This is a receptionist position involving answering phones to assist and direct customers with daily questions. Incoming mail is retrieved daily from the post office, opened, stamped, and logged into our mail log and outgoing mail is dropped at the Courthouse for postage. Knowledge of modern office practices and procedures. Skill in use of standard office equipment.

### Tools:

Computer, Phone system, 10-key calculator, copy machine, fax, printer, scanner, and other miscellaneous office equipment as needed.

### Requirements:

Must have reliable transportation. Must be at work promptly from 8am-4:30pm Monday – Friday. Perform well under pressure in a fast-paced environment. Computer savvy, promptness, efficiency. Valid driver's license, ability to pass background check.

### Minimum Qualifications:

High School Diploma or GED. 18 years of age. General computer knowledge. Clerical office experience.

Contact our office for more information.

Liberty Tax Office 936-336-4633

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