



STATE OF TEXAS  
***Limestone County***  
254-729-3405

**STACY L HALL, RTA**  
**Tax Assessor-Collector**

**PO Box 539**  
**Groesbeck, Texas 76642**

**NOTICE OF EMPLOYMENT OPPORTUNITY**

**Job description:**

ASSISTS CUSTOMERS WITH PROPERTY TAX PAYMENT TRANSACTIONS AND INFORMATION, DATA ENTRY, DAILY DEPOSITS AND ACCOUNT BALANCING AND OTHER MISCELLANEOUS DUTIES AS ASSIGNED.

APPLICANTS MUST HAVE THE MINIMUM OF A HIGH SCHOOL DIPLOMA OR G.E.D.

QUALIFICATIONS DESIRED ARE AS FOLLOWS:

1. KNOWLEDGE OF GENERAL OFFICE PROCEDURES
2. ABILITY TO WORK COURTEOUSLY AND EFFECTIVELY WITH THE PUBLIC
3. KNOWLEDGE OF MICROSOFT OFFICE SOFTWARE  
(WORD, EXCEL, ACCESS)
4. EXPERIENCE IN DATA ENTRY AND USE OF FINANCIAL SOFTWARE
5. KNOWLEDGE OF PROPERTY TAX ASSESSMENT AND COLLECTIONS
6. PAYMENT PROCESSING EXPERIENCE

MUST BE SELF MOTIVATED.

VERIFIABLE REFERENCES ARE REQUIRED.

APPLICATIONS MAY BE PICKED UP AND RETURNED TO THE LIMESTONE COUNTY TAX OFFICE IN GROESBECK AT 200 W. STATE STREET, ROOM 109.