

DEPARTMENT: SAN JACINTO COUNTY TAX ASSESSOR COLLECTOR-OPEN UNTIL FILLED
JOB TITLE: DEPUTY CLERK
FULL TIME POSITION- (Heavy workload- no vacation allowed December - February)

Education Experience and Skill Requirements:

High School Diploma or equivalent
Computer (Word & Excel), QuickBooks and ten key by touch
Minimum two years clerical experience (preferably banking, or customer service)
May be ask to work our Shepherd sub- station as well.
Must be able to stoop, bend and lift approximately 40 pounds.
Must be able to pass a drug test, background check and physical.
Must be able to follow directions and work independently as well as with others.
Ability to multi-task.
Must be dependable and attendance be timely.

Primary Job Duties:

Customer Service
Receive and process Tax payments/Motor Vehicle transactions
Receive all incoming mail daily
Filing
Answering phones
Any other duties as assigned

San Jacinto County is an equal opportunity employer.
Except where prohibited by state law, employment is conditioned upon successfully passing a drug test.

Employment applications are available at www.co.san-jacinto.tx.us under Employment Opportunities>Job Openings.

Position is open until filled.

Mail or Drop off at:

San Jacinto County Tax office
111 State Hwy 150, RM C5
Coldspring, TX 77331
Questions call Betty Davis @ 936-653-3292
Email bdavis@san-jac.us If you email application and you are called for interview you will need to bring in original application. Application required