



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

ECTOR COUNTY TAX ASSESSOR-COLLECTOR

The Ector County Commissioners Court is seeking applicants to fill the unexpired term of the ECTOR COUNTY TAX ASSESSOR-COLLECTOR. The Tax Assessor-Collector is a constitutionally required office for counties over 10,000 population (Texas Constitution Article VIII, Section 14). Duties of the Tax Assessor-Collector vary by county. The Tax Assessor-Collector in Ector County is no longer responsible for calculating the tax rate for the county, collecting taxes, registering voters or conducting elections.

There is an unexpired term of office that will expire on December 31, 2020. The individual appointed to fill this vacancy will be required to run for the office in 2020 to be elected to the position. The individual must be an Ector County citizen to be elected in 2020.

PRIMARY DUTIES: The Tax Assessor-Collector and his/her appointed deputies are responsible for processing motor vehicle title transfers, issuing motor vehicle registration, titles and licenses; may process boat titles and registrations; and collect various other fees for the state and county. The Tax Assessor-Collector is responsible for the management and operation of the office, including, but not limited to: supervision of its employees; development and monitoring of the departmental budget; completing and submitting all required reports to the state and county; providing proper accounting of all fees and monies collected; and authority to acknowledge written instruments. A complete list of duties is available in the Human Resources Office.

REQUIREMENTS: A County Tax Assessor -Collector must successfully complete 20 hours of continuing education before each anniversary of the date on which the County Tax Assessor-Collector takes office. Full continuing education requirements and more are in Tax Code, Section 6.231. A copy is located in the Human Resources Office. Experience is required in management and supervision of staff, as well financial or budgetary responsibility. Individual must have excellent interpersonal skills and be able to work well with the public, employees and other County departments. Requires a valid Texas driver's license with insurable record.

SALARY/BENEFITS/SCHEDULE: \$35.43 per hours, plus \$2,700 auto allowance. Benefits include Health, dental, and life insurance, plus supplemental policies; Wellness Clinic; retirement match with Texas County and District Retirement System. Office hours are 8 a.m. - 5 p.m. Monday - Friday. Work load may occasionally extend beyond this time.

DEADLINE: Applications will be taken until March 29, 2019 at 5:00 p.m.

Please apply in Human Resources Department at Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA), and if necessary, the Department of Homeland Security (OHS), with information from each new employee's form 1-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.