

THE COUNTY OF BURNET
BURNET, TEXAS 78611

EMPLOYMENT NOTICE

Job Title: Deputy Tax Clerk
Department: Burnet County Tax Office
Pay Group: 59 (\$14.51 - \$18.87)
Salary: Commensurate with experience

General Statement of Duties:

This is a non-supervisory position, which involves independent judgment based on the procedures and the laws of the Texas Department of Transportation. Duties include examining title transactions, registration of motor vehicles, responsible for cash drawer, maintenance of voter registration files and other clerical tasks.

Required Knowledge, Skills and Abilities:

Must have unquestionable ability to meet and serve the public in a friendly and efficient manner. Ability to communicate orally, in writing, and by telephone; required typing speed of 55 wpm; ability to handle cash and balance cash drawer with daily receipts; familiar with 10 key calculator; and ability to establish and maintain effective working relationships with co-workers, employees and officials in other departments.

Acceptable Experience and Training:

High School graduate or its equivalent plus one year experience in clerical work and public relations.

Certified and License Required:

Required to be bondable under the County Tax Assessor's Official bond.

Closing Date:

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained between the hours of 8:00 am and 5:00 pm from the Burnet County Courthouse located at 220 S. Pierce, Human Recourse Department located in the Annex at 133 E Jackson St., or download from www.burnetcountytexas.org. Completed applications will be accepted at the Human Recourse Department through May 24th, 2019.

Equal Employment Opportunity:

This office complies with all State and Federal law re: Nondiscrimination against any person in job structuring recruitment, examination, selection, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, handicap, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job related factors such as skill, knowledge, education, experience, and ability to perform a specific job.