

EMPLOYMENT NOTICE
Tax Assessor-Collector Division

JOB TITLE: Deputy County Clerk

SUPERVISOR: Tax Assessor-Collector

PAY: \$13.65 per Hour, Grade II

HOURS: 7:30 am – 5pm (Mon-Thur) and Friday 8-3

1 hour for lunch

JOB REQUIREMENTS: Must have a minimum of a High School diploma; be able to type 45 wpm, computer proficiency, detail oriented, excellent customer service skills; have own transportation and current Texas driver's license; be able to lift 25lbs, handle pressure and interruptions, possess a strong work ethic and be of good moral character, must be able to exercise tact and courtesy in frequent contact with various county personnel, public officials and the general public; must be able to work in a stressful environment, be available extended hours if necessary; confidentiality is required.

DUTIES: Including but not limited to:

- Register vehicles
- Use the State of Texas RTS System
- Transfer Motor vehicle titles from Tx, other states, and sometimes foreign countries that comes through customs
- Collect SIT tax from local dealers
- Issue NTTA toll tags
- Issue parking placards
- Issue temporary permits for vehicles, trailers, and big trucks
- Be willing to learn new systems (ex. Texas Parks & Wildlife)
- Be able to travel for training if necessary
- File forms alphabetically
- Process and post mail to be sent out
- Other duties as needed

BENEFITS:

Health and Dental Insurance

Retirement

PTO, Vacation and Holiday pay

Applications with Resumes must be turned in to the Fannin County Tax Assessor-Collectors Office, 210 S Main Street, Bonham, TX. Applications may be located on the Fannin County website at www.co.fannin.tx.us/page/fannin.Jobs.Openings, or at the Fannin County Auditor's Office, 3rd floor of Courthouse.

Resume, typing test and criminal background check required

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CLOSING DATE: Open until filled