

Risk Management/Insurance Department  
Office: (432) 498-4011  
Fax: (432) 498-4097



Payroll/Retirement Department  
Office: (432) 498-4026  
Fax: (432) 498-4097

**ECTOR COUNTY, TEXAS  
HUMAN RESOURCES DEPARTMENT**

**DEPUTY CLERK  
ECTOR COUNTY TAX ASSESSOR'S OFFICE**

The Ector County Tax Assessor's Office is in need of a Deputy Clerk for the Motor Vehicle Division. The Deputy Clerk will be under the general supervision of the Assistant Chief Deputy of the Motor Vehicle Department and/or the Senior Deputy Clerk.

**PRIMARY DUTIES:** The Deputy Clerk will be responsible for the accurate registration and titling of motor vehicles, for recording transfers of ownership on new and used vehicles, for the collection of registration fees, title fees, and sales taxes. The Deputy Clerk will have daily, face-to-face interaction with the public, coupled with extensive knowledge of motor vehicle law, regulations, and procedures.

**MINIMUM QUALIFICATIONS:** High school diploma/GED; ability to type 35 wpm with minimal errors; must know 10-key calculator by touch; must be able to file accurately and be able to handle money transactions; must have personal computer knowledge; neat and legible handwriting is required and general clerical experience preferred, but not mandatory and will required tact, self-control and ability to deal with the public in a diplomatic manner. Successful completion of six months on-the-job training in registration and titling of motor vehicles.

**\*CLERICAL TESTING WILL BE GIVEN AT THE TIME THE APPLICATION IS SUBMITTED**

**SALARY:** \$13.86 p/h plus excellent benefits; Monday thru Friday; 8:00am to 5:00pm

**DEADLINE:** Until sufficient applications have been submitted for consideration

Please apply in the Human Resources Department at Ector County Annex Building 1010 E. 8<sup>th</sup> Street, Room 126, Odessa, Texas. Ector County does not discriminate based on 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 (DHS), with information from each new employee is Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

04/08/19

Job #625