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| Job Title: | | Deputy Clerk | | Department: | | | Tax Assessor/Collector |
|  | |  | | Immediate Supervisor: | | | Haskell Maroney  Lamar County TAC |
| Payroll Contact: | | Amber White | | Position Type: | | | Full-time |
| Date posted: | | August 4, 2022 | | Posting Expires: | | | 08/15/2022 at 9:00 a.m. |
| Lamar County is an Equal Opportunity Employer  Persons with disabilities are encouraged to request assistance during the application process. Please call the Lamar County Auditor’s Office at 903-737-2486 to request assistance. | | | | | | | |
| Applications can be picked up at the Auditor’s Office or on the website. | | | | | | | |
| Fax or E-mail:  903-737-2451 or lamarcohr@co.lamar.tx.us  Attention: Amber | | | Mail:  Lamar County Auditor’s Office  Attn: Amber  119 N Main Room B05  Paris, TX 75460 | | | | |
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| **SUMMARY**  Provide clerical support to the Lamar County TAC; exercise custodial duties over all records of the office; process and record registrations and titling of ownership of vehicles and watercraft.  **PRINCIPAL DUTIES AND RESPONSIBILITES INCLUDING BUT NOT LIMITED TO:**  1. Perform duties as assigned by Tax Assessor/Collector or his/her Designee.  2. Duties are to provide excellent customer service, while assisting the public with all transactions per Lamar County TAC policies and procedures following The Texas Department of Motor Vehicles Titles and Registration manuals, and assist the public with all watercraft transactions as set out by Lamar County TAC policies and procedures following the Texas Parks and Wildlife manuals.  3. Answer telephone calls, handle mail, file records, and balance cash receipts.  Qualification and Education Requirements   1. Graduation from accredited school with valid diploma, or G.E.D. equivalent 2. Competent typing and computer skills 3. Demonstrated ability to learn quickly and work effectively with the public 4. Ability to handle cash, make change, and balance cash receipts 5. Bondable 6. Must be able to lift fifty (50) pounds waist high   Working Conditions   1. Accountable for management of large amounts of revenue 2. Subject to moderate to heavy amounts of concentrated work periods sufficient to cause fatigue. 3. Ability and willingness to follow the Lamar County TAC policies and procedures   NOTE: The above declarations are not to be an “all-inclusive” list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and ability required to do the job. Rather, they are intended to describe the general nature of the job. | | | | | | | |
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