

**BOSQUE COUNTY
JOB DESCRIPTION**

Job Title: Tax Clerk – Motor Vehicle
Reports to: Tax Assessor

Department: Tax Office
FLSA: Non-Exempt

SUMMARY: The purpose of this position is to perform general accounting functions in the Tax Office, prepare and issue property taxes and assist with motor vehicle registrations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Issues Property Taxes
- Process car registrations.
- Answers routine questions in person or over the phone.
- Responsible for accurate files and filing
- Accountable for funds collected
- Performs all other related duties as assigned

ADDITIONAL RESPONSIBILITIES:

- Perform any duty assigned by supervisor within the scope of the department
- Ability to cooperate and interact with co-workers and the public frequently

WORKING CONDITIONS:

- Office environment-exposed to occasional change in temperature
- Employee is occasionally exposed to extreme weather conditions while transporting incoming/outgoing mail and daily deposits to the bank

EDUCATION:

- High school diploma or equivalent required
- Experience in a related field; or an equivalent combination of education and related experience required

KNOWLEDGE/SKILLS/ABILITIES:

- Proficient in the use of technology, computers and software programs
- Must be detail oriented and have organizational skills
- Knowledge of language skills, mathematical skills, reasoning ability and general office procedures
- Skilled in verbal and written communication
- Ability to understand, remember and communicate routine, factual information
- Ability to multi task and make deadlines
- Valid Texas Driver's License (?)

PHYSICAL REQUIREMENTS:

- Ability to occasionally lift/carry to waist high level 30+ pounds
- Must be able to sit in stationary position at least 50% of the time
- Must be able to walk, stand to move about inside the office and other departments
- Ability to bend, twist, stoop, kneel and reach to retrieve files and documents
- Ability to see, hear and use fine motor skills to operate computer and various office equipment such as printer, fax machine, copier and phone
- Must be able to talk and communicate with others and give accurate information

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

JOB DESCRIPTION

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job-related duties requested by their supervisor in compliance with federal and state laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee's Signature

Date

Department Head Signature

Date