

## **EQUAL OPPORTUNITY EMPLOYER**

Full time Motor Vehicle Deputy Clerk available in the Colorado County Tax Assessor Collector's office. Applicant must be a high school graduate. Position requires the ability to multi-task and work independently in a fast paced office environment. Knowledge of computers and calculations is a plus. Applicants may be subject to a background check. Applications and job description are available at the Colorado County Tax Assessor Collector's office, 318 Spring Street, Suite 102, Columbus, Texas or on the county website: <http://www.co.colorado.tx.us>. Applications may be turned into the Tax Assessor Collector's office at 318 Spring Street, Suite 102, Columbus, Texas 78934 or emailed to [erica.kollaja@co.colorado.tx.us](mailto:erica.kollaja@co.colorado.tx.us). Please include resume with application.

## COLORADO COUNTY JOB DESCRIPTION

**JOB TITLE: MOTOR VEHICLE DEPUTY TAX COLLECTOR**

**DEPARTMENT: TAX ASSESSOR COLLECTOR**

**FLSA STATUS:**

**EEOC CATEGORY:**

**PAY GRADE:**

### DEFINITION

To perform the required activities and operations of the County Tax Collector Department including the collection of sales taxes, customer service and other clerical tasks; and to provide responsible administrative support to the County Tax Assessor/Collector.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the County Tax Assessor/Collector.

Exercises no supervision.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES—Important responsibilities and duties may include, but are not limited to, the following:

#### Essential duties and responsibilities

1. Responsible for allocated inventory
2. Participate in the operations and activities of the Tax Collector department including the receipt and documentation of county taxes.
3. Collect and record all payments and fees; maintain cash register balanced drawer, organize and distributes daily title reports.
4. Participate in issuing and renewing licenses and registrations which may include liquor licenses and boat and vehicle registrations; participate in collecting fees and fines as assigned; conduct title transfers.
5. Organize and distribute weekly registration reports.
6. Participate in processing correspondence and customer business which may include handling title transfer requests.
7. Respond to public inquires in a courteous manner; provide information and resolve complaints in an efficient and timely manner.

#### Other important duties and responsibilities

1. Maintain accurate, organized records and filing system.
2. Perform necessary research to alleviate questions, conflicts and concerns regarding

- vehicle or other taxes.
3. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
  4. Provide clerical and administrative support as required.
  5. May balance assigned cash register or drawer.
  6. Perform other duties as assigned.

## QUALIFICATIONS

### Knowledge of:

Pertinent federal, state and local laws, codes and regulations.  
Modern office procedures, methods and computer equipment.  
Principles of business letter writing and basic report preparation.  
Principles and procedures of record keeping.  
Basic mathematical and accounting principles.

### Ability to:

Work independently in the absence of supervision.  
Communicate clearly and concisely, both orally and in writing.  
Understand and follow oral and written instructions.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- standing or sitting for extended periods of time
- moving boxes up to 25lbs and carrying light to moderate materials
- operating assigned equipment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- handling and counting money
- operating assigned equipment
- communicating with others

Maintain mental capacity which permits:

- making sound decisions and using good judgement
- demonstrating intellectual capabilities
- handling and counting money
- calculating a variety of accounting and mathematical equations
- working with accounting and financial data

--effective interaction and communication with others

Effectively handle a work environment and conditions which involve:

- working closely with others
- working alone
- high levels of public contact

WORKING CONDITIONS

Environmental Conditions:

Office environment; working closely with others and alone; high levels of public contact.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for standing or sitting for prolonged periods of time; lifting and carrying light to moderate materials.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

TAC Signature \_\_\_\_\_

Date \_\_\_\_\_