

Runnels County Tax Office
201 S. Broadway
Ballinger, TX 76821

Position Title: Deputy Tax Collector (Full Time)

Benefits: Holidays, Vacation, Emergency, Personal, & Sick Leave, Retirement, Insurance, Workout Room

Salary: \$35,092.58/year

Application Deadline: April 13, 2025

Applications may be returned via U.S. Mail to:

Susan Hallford
Runnels County Tax Assessor-Collector
P O Box 517
Ballinger, Tx 76821

E-Mail: susan.hallford@runnelscounty.org

Hand delivered at the Ballinger Tax Office located at:

201 S. Broadway
Ballinger, Tx 76821

Night Drop Box outside the Ballinger Tax Office

Required Education and Experience: High School diploma or equivalent; minimum one-year experience in general office work; general knowledge of bookkeeping and accounting principles; experience using Microsoft Office Suite, 10-key proficiency; ability to operate various office machines including postage machine, fax, and copy machine; basic math skills; ability to bend, stoop, climb, and lift up to 50 pounds.

Position Summary: This position is in the Tax Assessor-Collector's Office. The Deputy will answer the telephone, wait on customers, process property tax payments, process motor vehicle transactions, and perform other duties. The Deputy will need to have excellent oral and written communication skills. Demonstrate knowledge, understanding and adherence to applicable laws/statutes, regulations, and policies required to effectively perform in assigned program. Remain current on changes in applicable policies and regulations. Ability to multitask is essential. Regular attendance and timeliness is required. Must be able to balance cash drawers daily. Must be bondable. Ability to maintain confidential records required. Ability to handle high workloads, competing demands, vague assignments, interruptions, and distractions in a steady and calm manner.