

**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:** \$36,320.82/year

**Application Deadline:** Open until filled

**Applications available at the Runnels County Tax office or online at [RunnelsCounty.org](http://RunnelsCounty.org)**

**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](mailto: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. Must possess ability to remember numerous state and local rules and regulations regarding motor vehicle and property tax. Ability to multitask is essential. Regular attendance and timeliness is required. Must be able to make change and 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.

# RUNNELS COUNTY Employment Application

*If you have a current resume, please attach to this application.*

Runnels County is an Equal Opportunity Employer

<b>APPLICANT INFORMATION</b>			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available			
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for Runnels County?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	(Proof of identity and eligibility will be required upon employment)
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If you have ever applied for a bond, has your application been rejected? YES <input type="checkbox"/> NO <input type="checkbox"/>

<b>EDUCATION</b>			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

<b>REFERENCES</b>	
<i>Please list three professional references (other than relatives or former employers)</i>	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

<b>PREVIOUS EMPLOYMENT</b>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

<b>MILITARY SERVICE</b>	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

<b>DISCLAIMER AND SIGNATURE</b>	
I understand that employment with Runnels County is subject to passing a drug and alcohol test. I understand that Runnels County is an "at will" employer, and that the county or employee is free to terminate employment with the other at any time with or without cause or notice. I certify that the answers given herein are true and complete to the best of my knowledge.	
Signature	Date