

## Runnels County Tax office

**POSITION TITLE:** Full Time Deputy Tax Collector  
**BENEFITS:** Holidays, Vacation, Personal, Sick Leave, Retirement, Insurance  
**SALARY:**

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

High School diploma or equivalent; minimum one-year experience in general office work and clerical skills; general knowledge of bookkeeping and accounting principles.

### **Position Summary**

This position is in the Tax Assessor Collector's Office. The Deputy will answer the telephone, wait on customers and perform other duties. The Deputy will need to have excellent oral and written communication skills.

### **Function of the Job**

- Answer phones, provides information or directs caller to appropriate office
- Records phone calls, visitor messages and deliver to appropriate personnel
- Opens, sorts and processes daily mail
- Maintain confidential records
- Order office supplies
- Occasional errands to bank, post office, and other places
- Research items
- Process Transactions for Texas Parks and Wildlife
- Collect Property Taxes
- Issue Liquor License
- Process Motor Vehicle Transactions
- Daily Balancing
- Additional duties as needed

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of and ability to use Word, Excel, State and County software
- Ability to use an adding machine, type, and postage meter.
- Organizational skills
- Excellent communication skills
- Modern office methods, English usage, spelling, grammar, punctuation
- Perform clerical duties with speed and accuracy without constant supervision
- Ability to follow instructions and complete assignments
- Ability to maintain professional relationships with co-workers and general public
- Maintain confidential information and situations that may arise
- Be Bondable
- Ability to handle large sums of money with accuracy

### **Work Environment**

Within the Tax Office in a shared office

### **Physical Requirements**

- Ability to sit and stand for extended periods of time
- Ability to lift up to 50 lbs.
- Ability to bend, stoop, reach, and climb

Applications may be picked up at:  
Runnels County Tax Office  
201 S. Broadway  
Ballinger, TX 76821

**Or download** from Runnels County website – [www.co.runnels.tx.us](http://www.co.runnels.tx.us); Employment Opportunities tab

Applications **MUST** be returned by mail or hand delivered to the Runnels County Tax Office.

Deadline to submit application: Open until position is filled.