

RUNNELS COUNTY TAX OFFICE
Employment Application

Runnels County is an Equal Opportunity Employer

Position: DEPUTY TAX ASSESOR COLLECTOR

DATE: _____

Position Available: UNTILL FILLED

Please handwrite your application.

APPLICANT INFORMATION

| | | | | |
|--|------------------------------|------------------------------|--|------|
| Last Name | | First | | M.I. |
| Street Address | | | | |
| City | | State | Zip | |
| Phone | | E-mail Address | | |
| Date Available | | | | |
| 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.? | |
| Have you ever worked for Runnels County? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | If yes, when? | |
| Have you ever been convicted of a felony? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | If yes, explain. | |
| If you have ever applied for a bond, has your application been rejected? | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| (PROOF OF IDENTITY AND ELIGIBILITY WILL BE REQUIRED UPON EMPLOYMENT.) | | | | |

EDUCATION

| | | | | |
|--|-------------------|------------------------------|-----------------------------|--|
| High School | | Address | | |
| Number of Years | Did you graduate? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Major Subjects | | | | |
| College | | Address | | |
| Number of Years | Did you graduate? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Degree and/or Major Subjects | | | | |
| College | | Address | | |
| Number of Years | Did you graduate? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Degree and/or Major Subjects | | | | |
| Other | | Address | | |
| Number of Years | Did you graduate? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Degree and/or Major Subjects | | | | |
| Other Course Work Applicable to this Type of Work: | | | | |
| | | | | |
| | | | | |
| | | | | |

MILITARY SERVICE

| | | |
|-----------------------------------|-------------------|----|
| Branch | From | To |
| Rank At Discharge | Type of Discharge | |
| If other than honorable, explain. | | |
| | | |
| | | |

REFERENCES

Please list three (3) references whom you have known for at least one (1) year.

| | |
|------------|--------------|
| *Full Name | Relationship |
| Address | Phone |
| Company | |
| *Full Name | Relationship |
| Address | Phone |
| Company | |
| *Full Name | Relationship |
| Address | Phone |
| Company | |

PREVIOUS EMPLOYMENT

Provide employer information for the last 10 years and any other work history you feel is relevant to the position you have applied for:

| | | |
|------------------------|---------------|--------------------|
| Company | Phone | |
| Address | Supervisor | |
| Job Title | Ending Salary | |
| From | To | Reason for Leaving |
| Major Responsibilities | | |
| | | |
| Company | Phone | |
| Address | Supervisor | |
| Job Title | Ending Salary | |
| From | To | Reason for Leaving |
| Major Responsibilities | | |
| | | |
| Company | Phone | |
| Address | Supervisor | |
| Job Title | Ending Salary | |
| From | To | Reason for Leaving |
| Major Responsibilities | | |
| | | |
| Company | Phone | |
| Address | Supervisor | |
| Job Title | Ending Salary | |
| From | To | Reason for Leaving |
| Major Responsibilities | | |
| | | |

DISCLAIMER AND SIGNATURE

I certify that the information in this application is correct to the best of my knowledge. I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment.

I also authorize Runnels County to request and receive such information.

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.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

Runnels County Tax office

| | |
|-------------------------------|---|
| <u>POSITION TITLE:</u> | Full Time Deputy Tax Collector |
| <u>BENEFITS:</u> | Holidays, Vacation, Personal, Sick Leave, Retirement, Insurance |
| <u>SALARY:</u> | \$26,199.84 |

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; 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.