

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Tax Deputy
Department: Tax Office
Reports To: Supervisor
Salary: \$15.30/hour or greater depending upon qualifications
Application Deadline: Wednesday, November 15, 2017 @ 4:30 PM

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Punctual and regular attendance is an essential function of this position. Accepts and processes monetary transactions for various types of taxes, including motor vehicle and property tax payments; set up payment agreement plans. Learn and maintain knowledge of laws and regulations as they apply to the operation of the County Tax Office. Answers the telephone; provides assistance and information to the public in reply to inquiries regarding motor vehicle, property tax, and voters registration inquiries.

Other Job Functions: Performs other job related duties, as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

Equipment Used: Personal computer; 10-key adding machine/calculator; typewriter; other general office equipment as needed.

JOB REQUIREMENTS

Education & Experience: High school diploma or GED; some form of Higher Education or 2 years of related job experience, including customer service, computer skills and cash handling experience.

Knowledge, Skills & Abilities: Strong math and computer skills and proficient in data entry, 10-key by touch; Good verbal and written communication skills; good interpersonal skills and ability to deal effectively with the public, other employees, and outside agencies; ability to learn and comprehend office routines, procedures and policies; understanding of ethical and confidential issues.

WORK SITUATIONS/DEMANDS/EFFORT: Ability to work in Port Arthur, Mid County or Beaumont Tax Offices. Work requires organizing; accuracy; attention to detail; flexibility in order to perform a variety of duties; performing routine, repetitive duties; meeting frequent deadlines; working in high volume environment; working with money; works independently within established guidelines and timeframe.

WORKING CONDITIONS: Work is performed primarily in a climate controlled open office environment which is shared with other employees and is readily accessible to the general public. Must be available to work 8:00 a.m. - 5:00 p.m., Monday through Friday, weekends as needed, and overtime when necessary.

PHYSICAL REQUIREMENTS: Work is primarily sedentary; duties require frequent lifting of objects weighing up to 10 lbs., job duties also require occasional lifting and carrying of objects weighing approximately 20 lbs.

**Apply at: Human Resources Department
Jefferson County Courthouse, Annex 1 Building
1225 Pearl St., Suite 201, Beaumont, TX 77701
(409) 839-2391
Fax: (409) 839-2399**

E-mail resumes and/or signed applications to: hrdept@co.jefferson.tx.us

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.