

GRIMES COUNTY HUMAN RESOURCE DEPARTMENT
PO BOX 230
ANDERSON, TEXAS 77830
936-873-4401
INTERNAL/EXTERNAL COUNTY OPENING

Job Title: Part-Time Deputy Tax Assessor-Collector

Department: Tax Assessor-Collector Office

Grade: 1

Date Posted: MAY 2022

Closing Date: Until Filled

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Qualifications:

- 1) Minimum of 18 years of age
- 2) Use of computer, 10 Key, copier and fax machine
- 3) Basic skills in handling cash drawer
- 4) Must be Honest, Efficient and Accurate
- 5) Must have excellent communication skills
- 6) Must be able to pass criminal background check
- 7) Must be able to work 29 hours per week and be flexible as needed
- 8) Must be able to lift at least 30 lbs.

Job Description:

You will be processing motor vehicle title applications and renewals of registration. You will be maintaining files within the office. You will be responsible for a cash drawer. You will be communicating with the public in person and on the telephone. You will be communicating with other agencies within the County and the State. Other duties may be assigned to you at anytime.

Interested candidates should complete the Grimes County Application and return it to the HR Department.

HR Director: Talitta Coleman **Date:** 5-6-2022