

GILLESPIE COUNTY

Job Posting

Announcement Posting

Date: 11.27.2023

Closing Date: Until filled



Department: Tax Assessor/Collector

Position/Class Title: Tax Technician

Supervisor: Tax Assessor/Collector

Pay Grade: 12

Rate: \$17.19 per hour

Employment Status: Non-Exempt

GENERAL DESCRIPTION:

The Tax and Registration Technician will be responsible for performing a variety of duties related to all phases of teller work. This will include proper receiving and handling of various types of payments; responding to customer phone and walk-in inquiries; and dealing with the public and county personnel in a professional and positive manner consistent with the requirements of being a public servant.

ESSENTIAL JOB DUTIES:

Essential duties/functions, under the supervision of the Tax Assessor-Collector may include, but are not limited to the following:

- Receive and handle payments of various types, ensuring credit to the proper customer.
- Reconcile cash and transactions daily.
- Perform job with a continuously helpful, courteous, friendly attitude.
- Effectively communicate orally and in writing using the English language.
- Maintain proper amounts of currency and coin in till.
- Ensure that all negotiable and confidential records are properly secured.
- Answer routine telephone and personal inquiries concerning functions of the Tax Assessor-Collector Office.
- Perform general clerical functions and assist other office personnel as may be assigned or required.

KNOWLEDGE, SKILLS, AND ABILITIES:

The ideal candidate will have the ability to:

- Accurately count money and make proper change.
- Reconcile daily till.
- Establish and maintain effective working relationships as necessitated by work assignments.
- Communicate effectively both orally and in writing.
- Use computers and other office equipment efficiently.
- Maintain confidentiality of information/records as required by law.
- Understand and follow instructions (verbal, written, telephone).
- Function with a minimal amount of supervision, meet frequent deadlines, be detail oriented and able to multi-task.
- Function under extreme pressure with a demand for speed and accuracy.
- Attend training classes or conferences from time to time.

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent.
- Must be at least 18 years of age.
- One to two years of clerical and computer experience preferred.
- Must consent to and pass criminal background check.
- Bilingual preferred

Application Information:

No resume will be accepted in lieu of an application form. Applications can be downloaded from the Gillespie County “Employment Opportunities” link at <https://www.gillespiecounty.org/>

Please return your completed application to:

Email to: HR@gillespiecounty.org

In Person: Gillespie County Courthouse Room B-102

Mail: Gillespie County, 101 W. Main Street, Mail Unit #11, Fredericksburg, TX 78624

Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.