

COUNTY OF GILLEPSIE
JOB DESCRIPTION



Tax & Registration Technician
For Tax Assessor- Collector

Department: Tax Assessor/Collector

Position/Title: Tax & Registration
Technician

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.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned.

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

ENVIRONMENTAL WORKING CONDITIONS AND SCHEDULES:

County facilities, including vehicles, are smoke-free and alcohol-free working environments. The location of this position is the Gillespie County Courthouse which consists of a normal office environment with heat and air conditioning in a multi-person work area. Occasional work will be done in storage areas and other county facilities.

The position requires daily and prolonged repetitive motor movements, such as but not limited to: computer data entry and use of office equipment (telephone, calculator, typewriter, fax, scanner, copier). The position also requires prolonged periods of sitting and standing. Daily placement of records within the filing system will require stooping/bending and moving/lifting/pulling storage files and boxes.

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours are generally 8:00 a.m. to 5:00 p.m. with an hour for lunch. Regular work attendance is essential. Employee must arrive to work on time, prepared to perform assigned duties and work assigned schedule. Employees are required to record their work hours properly and to submit time records promptly to their supervisor. Unscheduled hours including holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations.

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.

Signature: _____ Date: _____