

SYDNEY NOWELL
MONTAGUE COUNTY TAX ASSESSOR-COLLECTOR
P O BOX 8
MONTAGUE, TX 76251
940-894-3881
montaguecountytac@windstream.net

JOB ANNOUNCEMENT

The Montague County Tax Assessor Collector's office is accepting applications for a full time position.

Experience/Skills

- Accurate typing and computer knowledge required
- 10-key proficiency
- Customer friendly attitude
- Operate various office machines
- Have basic math skills & cash handling experience
- Must be bondable
- Must be dependable and flexible

Essential Responsibilities

- Balance cash drawer daily
- Serve customers via phone, email, mail and in office
- Adapt to changes in Texas laws and requirements
- Post tax payments, process tax certificates, maintain customer accounts
- Have a working knowledge of the laws, software & procedures to assist the vehicle department when needed

Summary

Assist Montague County taxpayers with Ad Valorem taxes and vehicle registration

Salary: \$25,226.00 yearly plus benefits

Applications available from the County Treasurer, the Tax Assessor Collector's office, or on the county website www.co.montague.tx.us.