

KATHRYN PHILLIPS
MONTAGUE COUNTY TAX ASSESSOR-COLLECTOR
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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 person
- Adapt to changes of Texas laws and requirements
- Post tax payments, process tax certificates, maintain customer accounts
- Have a working knowledge of the laws, software, and procedures to assist the vehicle department when needed

SUMMARY:

Assist Montague County taxpayers with Ad Valorem taxes and vehicle registration.

SALARY/SCHEDULE: \$12/hour Mon-Fri 8:00am to 5:00pm

APPLICATIONS: are available at the Montague County Treasurer's office, Tax Collector's office, or on the county website www.co.montague.tx.us

Effective Hire Date 07-15-2019