

# **JOB OPPORTUNITY ANNOUNCEMENT**

**DEPARTMENT:** Tax Assessor-Collector

**OPEN:** March 17, 2023

**CLOSE:** Until Filled

**POSITION:** Fulltime Deputy Clerk

**SALARY:** \$37,500.00

## **Requirements:**

- ◆ **Must be able to troubleshoot and resolve simple PC problems**
- ◆ **Printer and network issues**
- ◆ **Lifting up to 40 lbs.**
- ◆ **Must have working knowledge of Microsoft Office software**
- ◆ **Will be required to train and work on windows based software database as well as document imaging and destruction**
- ◆ Must pass drug screening
- ◆ Must have High School diploma or G.E.D.
- ◆ Must be computer literate
- ◆ **Must be able to properly handle money**
- ◆ **Must have 10 key experience**

## **Responsibilities**

- ◆ Provide general information and assistance to the public.
- ◆ Take in and handle money for collection of taxes.
- ◆ Mail escrow letters and receipts
- ◆ File agreements and payment records

For consideration, you must complete an [Employment Application](#) in full and provide a professional resume. You may obtain an application in the Human Resources Department, Room 200 of the Hunt County Courthouse.

**HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**  
**NO PHONE CALLS PLEASE**  
**PLEASE DO NOT REMOVE**