



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Clerk I (2 Positions)	Opening Date: March 5, 2018	Application Deadline: March 16, 2018	Job Posting #: 18112
Department: Tax Assessor	Starting Salary: \$13.75-\$14.75	Location: Elgin and Cedar Creek	Travel: N/A

INTERNAL AND EXTERNAL JOB POSTING

BRIEF JOB DESCRIPTION: Under the supervision of the Bastrop County Tax Assessor/Collector, this position performs technical and clerical duties in support of the functions of the Bastrop County Tax Assessor/Collector's office. Work involves processing the County's Motor Vehicle registrations, title and tax collections, and supporting the functions of the Texas Alcohol and Beverage Commission (TABC.) Position is also responsible for answering phones, receiving visitors, and providing general information to the public in a courteous and professional manner. This position may require various shifts to be worked at other Bastrop County Tax Office locations depending on staffing needs. Will perform other job related duties as assigned.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES: Perform multiple tasks simultaneously in a timely manner; Obtain, record, and disseminate accurate information from telephone conversations and personal contact; Communicate clearly and concisely, both verbally and in writing; Be detail orientated, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills; Understand and follow verbal and written instructions; Properly interpret, understand and make decisions in accordance with laws, regulations and policies; Conduct business with the public in a professional, courteous manner.

MINIMUM QUALIFICATIONS: One to three years previous experience performing administrative duties and working with the general public; Prior experience or training related to governmental administration is preferred; or an equivalent combination of education, training and experience. High school diploma or equivalent. Possession of a valid Texas Driver's License.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at: <http://www.co.bastrop.tx.us/page/open/3206/60/BastropCountyJobApp.pdf>. Applications can be submitted online, mailed or drop off at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>.



BASTROP COUNTY, TEXAS
Job Description

Job Title: Clerk I

Department: Tax Assessor/Collections Office

FLSA Status: Non-Exempt

Reports To: Tax Assessor/Collector

SUMMARY: Under the supervision of the Bastrop County Tax Assessor/Collector, this position performs technical and clerical duties in support of the functions of the Bastrop County Tax Assessor/Collector's office. Work involves processing the County's Motor Vehicle registrations, title and tax collections, and supporting the functions of the Texas Alcohol and Beverage Commission (TABC.) Position is also responsible for answering phones, receiving visitors, and providing general information to the public in a courteous and professional manner. This position may require various shifts to be worked at other Bastrop County Tax Office locations depending on staffing needs. Will perform other job related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Bastrop County Tax Assessor or other supervisory staff as directed;

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Processes and issues motor vehicle registration renewals, vehicle titles, and disability placards and license plates; collects property taxes for all entities; issues permits for the sale of beer, wine and liquor;
2. Receives and receipts money for transactions related to the functions of the department; ensures the daily balance of all tills;
4. Assists in producing tax certificates, compiling data for tax research, estimating mobile home taxes, and setting up quarterly payment plans for those qualified;
5. Places, answers and transfers calls; receives visitors; provides general information and directions to the public and other County personnel in a courteous and professional manner; disseminates accurate information from telephone conversations and personal contact, and relays the information to staff accurately and in a timely manner;
6. Ensures the confidentiality and security of all information and systems pertaining to the operations of the County Tax Assessor/Collector's Office;
7. May be required to travel to various county tax office locations to provide collections support;
8. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;

9. Performs related work or duties as assigned by supervisor.

OTHER FUNCTIONS: Regular attendance and punctuality is an essential job requirement. Performs other job related duties as directed by supervisor(s).

NOTE: The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Professional Customer Service skills;
Applicable laws as related to the functions of the Tax Assessor/Collector's Office;
Personal Computer skills and software, including Microsoft Office;
Proper English usage, spelling, grammar and punctuation;
Telephone techniques and etiquette;
Principles and procedures of office organization and record keeping;
Basic arithmetic and cash handling procedures;
Data entry and retrieval;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Perform multiple tasks simultaneously in a timely manner;
Obtain, record, and disseminate accurate information from telephone conversations and personal contact;
Communicate clearly and concisely, both verbally and in writing;
Be detail orientated, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;
Understand and follow verbal and written instructions;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional, courteous manner;
Be responsible for large quantities of money;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Perform extensive research related to the functions of the department;
Establish and maintain effective working relationships with those contacted in the course of the job;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality and security of information encountered in work activities at all times;

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others; Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, and/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;
Interpreting laws and regulations;
Effective interaction and communication with others;
Preparing clear and concise reports;
Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One (1) to three (3) years previous experience performing administrative duties and working with the general public;
Prior experience or training related to governmental administration is preferred; or an equivalent combination of education, training and experience.

Education:

High School diploma or equivalent.

Licensing:

Possession of a valid Texas driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and criminal background checks; job-related tests may be required.

****This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.****

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.