



DEPUTY CLERK

Uvalde County Tax Assessor Collector
124 East North St.
Uvalde, TX 78801

Salary:

\$25,000.00 plus benefit package

Job Description:

To perform the required activities and operations of the Uvalde County Tax Collector Assessor Department to include Motor Vehicle and Texas Parks and Wildlife transactions.

Important Responsibilities:

- Complete Motor Vehicle and Parks and Wildlife transaction state mandated training.
- Participate in vehicle and boat registration and renewals, conduct title transfers.
- Maintain and balance cash drawer accurately.

Ability to:

- Interpret and explain motor vehicle and boat policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written communication.
- Operate common office equipment.

Knowledge of:

- State mandated and local laws, codes and regulations.
- Basic mathematical and accounting principles.
- MS Word, MS Excel, and other software as needed.

Skills:

- Have excellent customer service.
- Be able to multi-task.
- Maintain professional work ethic.
- Work independently and as part of a team.

Please send your resume, county job application and cover letter to:

Rita C. Verstuyft, Uvalde County Tax Assessor Collector
Courthouse Plaza, Box 8
Uvalde, TX 78801

OR

e-mail to: rita.verstuyft@uvaldecountry.gov