



Job Title: DEPUTY CLERK

Department: Uvalde County Tax Assessor-Collector

Salary: \$26,250.00 plus benefit package

Definition:

To perform the required activities and operations of the Uvalde County Tax Assessor-Collector Office to include Department of 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.

Knowledge of:

- State mandated and local laws, codes and regulations.
- Basic mathematical and accounting principles.
- MS Word, Excel, other software and the ability to operate common office equipment.

Skills:

- Must display consistent ethical and professional behavior and demeanor.
- Excellent Customer Service
- Computer literate.
- Multi-tasking.
- Professional work ethic.
- Must be able to work independently and as part of a team.
- Work effectively and communicate with high levels of public contact.

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

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