



**LAMPASAS COUNTY, TEXAS  
HUMAN RESOURCES OFFICE**

**JOB POSTING**

<b>Position:</b>	Deputy Tax Assessor
<b>Starting pay:</b>	\$37,200
<b>Eligibility for Benefits:</b>	Eligible for full time county benefits, including health and life insurances, retirement, vacation, holiday and personal leave, and other optional insurances.
<b>Hours of Work:</b>	Monday - Friday 8:00 a.m. – 5:00 p.m. 40 hrs per week

**Position Description:**

Performs a broad range of administrative duties to support the daily operations of the Tax Assessor.

**Essential Responsibilities include:**

- Must have the ability to understand motor vehicle law books and use sound judgment to review and process applications for motor vehicle registration, title and tax transfers and miscellaneous licensing, including processing title work for dealers and lien holders.
- Must pay close attention to detail on a continuous basis to ensure required information is accurate on applications, and submit to state.
- Effectively communicate with customers the licensing requirements, process and timelines in order to finalize transactions. Must have the ability to politely interact with customers and vendors even under high volume or stressful conditions which often include transactions involving several variables at once.
- Collect, count and disburse payments for licensing, use basic bookkeeping skills to account for monies taken in and banking transactions.
- Possess general office skills which include typing, filing, and operating basic office machinery including but not limited to phones, copiers, scanners and computers.

Performs other duties as assigned.

**Education and Experience Requirements:**

High School diploma and a minimum of one year's office experience assisting the public and/or preparing and filing written instruments.

State training available when hired. Bilingual ability in Spanish is a plus.

<b>Obtain Applications:</b>	On line at <a href="http://www.co.lampasas.tx.us">www.co.lampasas.tx.us</a> under 'Employment Opportunities' or in person at the Human Resources Office: 409 S. Pecan St. Ste 209; Lampasas, TX 76550
<b>Submit Applications:</b>	Via email: <a href="mailto:human.resources@co.lampasas.tx.us">human.resources@co.lampasas.tx.us</a> or in person to the Human Resources Office: 409 S. Pecan St. Ste 209; Lampasas, TX 76550
<b>Application Deadline:</b>	Open until filled