



Human Resources

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

POSITION: **DEPUTY TAX COLLECTOR**
DEPARTMENT: Tax Assessor
DATE POSTED: April 4, 2025
CLOSING DATE: ~~April 13, 2025~~ Open until Filled
HIRING SALARY: **\$15.73 per hour**

POSITION OVERVIEW

Performs a wide variety of administrative duties in support of the County's Tax Office. Provides registration renewals for various types of vehicles including boats, trailers and motor homes. Receives, processes, posts and balances tax payments collected. Answers calls and responds to inquiries from the public; performs other duties as apparent and/or assigned.

EDUCATION/EXPERIENCE

High School Diploma/equivalent and 2 years administrative/customer service experience. Experience in a similar environment or governmental experience preferred. Knowledge of general office practices/equipment and standard computer and software applications required. Must have a public service attitude and ability to interact in a courteous and professional manner with officials, staff and the general public at all times.

LICENSE / CERTIFICATION

A valid Texas Driver's License; Notary Public License
Must successfully complete required Motor Vehicle E-learning Modules – TXDMV

ADDITIONAL INFORMATION

Must successfully complete background check, post-offer drug screen, physical condition evaluation and/or other testing in accordance with Harrison County policy and/or as authorized by law.

Benefits: Medical/Dental/Vision/Life
PTO/Vacation/Holiday/Sick Leave
TCDRS Retirement and optional 457 retirement

Hours of work: Day shift / 40 hours per week

HARRISON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

SUBMIT APPLICATION TO:

HARRISON COUNTY HUMAN RESOURCES
200 W. Houston St., Room 328
Marshall, TX 75670
hrrassist@co.harrison.tx.us

903-923-4018 Office
903-935-4800 Fax
www.harrisoncountytexas.org
FB: @harrisoncountyjobs