



Human Resources

EMPLOYMENT OPPORTUNITY

POSITION: DEPUTY TAX COLLECTOR I
DEPARTMENT: Tax Assessor
DATE POSTED: April 9, 2026
CLOSING DATE: Open until Filled
HIRING SALARY: \$16.20 per hour

POSITION OVERVIEW

Performs a wide variety of administrative duties in support of the County's Tax Office. 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 preferred
 Must successfully complete required training

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
hrassist@co.harrison.tx.us

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