

Job Title: Deputy Clerk (Motor Vehicle)
Reports to: Shelby County Tax Assessor Collector
And Chief Deputy

Deadline: Until Filled

The Shelby County Tax Office has a job opening for a full-time position. We will be accepting resumes until filled.

Job Summary: This position performs general clerical office duties. The Deputy Clerk must be a highly self-motivated, hardworking person with a friendly disposition and good communication skills both written and verbal.

Responsibilities:

1. Good Customer Service
2. Accurately collecting fees and taxes and balancing cash drawer
3. Processing motor vehicle/trailer/boat registrations and title transfers
4. Learn and Maintain knowledge of TX MV laws and procedures
5. Preparing and maintaining accurate department records
6. Operating standard computer software
7. Establishing and maintaining effective working relationships with co-workers, county and state agencies, and the general public
18. Performs other duties as assigned.

Minimum Requirements: At least 18 years of Age

Education/Certifications: High School Diploma or equivalent

Physical Demands:

- Ability to lift 10-25 pounds frequently and 25-50 pounds occasionally.
- Frequent reaching with arms, bending, twisting, standing, walking, and stooping.
- Combination of standing and sitting and/or use of computer and office equipment

It is the policy of Shelby County not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.

You may drop off your resume at Shelby County Tax office or email it to shelbytax@co.shelby.tx.us