

Calhoun County Job Description
DEPUTY TAX ASSESSOR/COLLECTOR

CLASS NO. 23010

EEOC CATEGORY: Office and Clerical

PAY GROUP: 13

FLSA STATUS: Non-exempt

SUMMARY OF POSITION

Issues and maintains files of County licenses, deeds, titles, and registrations; certifies for the general public; performs clerical and administrative duties.

ORGANIZATIONAL RELATIONSHIPS

1. *Reports to:* Chief Deputy Tax Assessor.
2. *Directs:* This is a non-supervisory position.
3. *Other:* Has frequent contact with other county personnel, banks, local businesses, and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Issues and maintains files of County licenses, deeds, titles, permits, and registrations;

Collects fees, reconciles accounts, and issues receipts;

Greets the general public, including giving information, fulfilling requests, and directing to appropriate departments;

Answers department telephones, including transferring calls to other departments, taking messages, and assisting callers as needed;

Updates department records and databases;

Performs clerical duties such as sorting and distributing mail, word processing, and typing, filing, copying, and faxing documents; and

Communicates with County departments, individuals, and businesses regarding coordination and verification.

OTHER DUTIES AND RESPONSIBILITIES.

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard office and bookkeeping practices and procedures.

Skill/Ability to: operate computer, including word processing and spreadsheet software; read manuals, letters, and memos; communicate effectively, both orally and in writing; interpret policies and procedures; and establish and maintain effective working relationships with co-workers and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation or its equivalent (some office experience preferred); *or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license.

SIGNATURES

Employee's Signature

Supervisor's Signature

Date

Date

Calhoun County, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calhoun County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

ADA Information

This attachment provides information on the job relating to the Americans with Disabilities Act.

FREQUENCY DEFINITIONS

The following frequency definitions are to be used in completing the Physical Environment and the Non-Physical Environment sections of this form:

C	=	Constantly (2/3 or more of the time)
F	=	Frequently (from 1/3 to 2/3 of the time)
O	=	Occasionally (up to 1/3 of the time)
R	=	Rarely (less than one hour per week)
N	=	Not Applicable (does not apply in this job)

PHYSICAL ENVIRONMENT

Descriptive examples of physical job actions (please use the letter corresponding to the appropriate frequency):

Requirement	Frequency	Example
Lifting (specify weight): 10-20#	O	Lifting file boxes and license plates boxes
Sitting:	C	Desk work
Standing:	F	
Walking, on normal, flat surfaces:	F	
Walking, on uneven surfaces:	R	
Walking, on slippery surfaces:	R	
Driving:	N	
Bending (from waist):	O	
Crouching/Squatting:	O	
Kneeling:	R	
Crawling:	R	
Twisting:	R	Retrieving files, answering telephone
Reaching:	F	Retrieving files, answering telephone
Balancing:	F	
Carrying:	F	Carrying files and license plates boxes
Pushing:	R	Pushing file drawers
Pulling:	R	Pulling file drawers
Throwing:	R	
Repetitive Motion:	R	Operating computer and adding machine
Fingering (fine dexterity, picking, pinching):	N	
Handling (seizing, holding, grasping):	F	
Wrist Motions (repetitive flexion/rotation):	O	Operating computer and adding machine
Feet (foot pedals):	N	

SENSORY REQUIREMENTS

Descriptive examples of sensory demands (please use the letter corresponding to the appropriate frequency):

Sensory Demand	Frequency
Color (perceive/discriminate)	R
Sound (perceive/discriminate)	O
Taste (perceive/discriminate)	N
Odor (perceive/discriminate)	R
Depth (perceive/discriminate)	R
Texture (perceive/discriminate)	R
Visual (perceive/discriminate)	C
Oral Communications ability	C

NON-PHYSICAL ENVIRONMENT

Descriptive examples of non-physical demands (please use the letter corresponding to the appropriate frequency):

Non-Physical Demand	Frequency
Time Pressures (e.g., meeting deadlines)	C
Noisy/Distracting Environment	R
Performing Multiple Tasks Simultaneously	C
Danger/Physical Abuse	R
Deals With Difficult People	O
Periods of Idle time, Interspersed with Emergencies Requiring Intense Concentration	N
Emergency Situations	F
Tedious, Exacting Work	F
Works Closely with Others as Part of a Team	C
Works Alone	C
Irregular Schedule/Overtime	F
Frequent Change of Tasks	R
Other (describe)	

WORK ENVIRONMENT

- Please describe the degree of physical activity and effort required to perform your job, as well as any associated safety hazards and the level of risk of personal injury or illness (if any):

Light physical activity.

- Please list your job exposure to environmental factors (if any), including extreme temperatures, respiratory hazards, airborne diseases, vibrations, loud noises, or other sources of discomfort:

None.