**Job Posting Details**

02/7/2023

Job Title/Position

 Deputy Tax Clerk IV

Location

 Falls County – Tax Office

Position Description, Responsibilities, Requirements and Application Instructions

Summary: This position has various job duties. You will be required to assist the public and other clerks in the office as assigned. This position can be very fast paced at times and may require lots of standing at times. This position may require overtime that may be mandatory at times. You must be timely in reporting to work and will be expected to be here on your scheduled days of duty. Position will include a 90-day probationary period with performance review. Applicants must submit a personal resume and/or employment application to be considered.
Education and/or Experience
 **Requires** High School Diploma or GED

 **Requires** Excellent communication skills

 **Requires** knowledge of basic computer skills, outlook, excel and word programs

 Individual **must be** organized and detailed orientated.

Responsibilities

* Process vehicle registrations, titles, and tax payments
* Balance daily to reports
* Answer all questions from citizens and taxpayers either in person or over the phone
* Assisting in processing mail
* Scanning
* Prepare for tax year end as assigned
* May be required to work sub offices at their location
* Other duties as assigned

**Please submit both a personal resume and/or county employment application to Kayci Nehring, County Tax Assessor Collector, via email at** **kayci.nehring@co.falls.tx.us** **no later than Friday, February 24, 2023.**

[**www.co.falls.tx.us**](http://www.co.falls.tx.us)