

# COUNTY OF CAMERON



## EMPLOYMENT OPPORTUNITY CIVIL SERVICE

DATE: May 13, 2019  
DEADLINE: May 17, 2019

**POSITION:** AUTO-TAX CLERK I

**JOB LOCATION:** Cameron County Tax Assessor-Collector Office

**PAY PLAN:** 105 -\$ 21,995.00 per year

**QUALIFICATIONS:** High School graduate or its equivalent, plus related business school training or college courses with one (1) to two (2) years of experience in clerical or financial work, preferably in motor vehicle registration or a tax-related field; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities; General knowledge of tax laws and rulings of the State Comptroller's Office, modern office practices and procedures, including the handling and accounting of large sums of money. Knowledge of the standard accepted principles and practices of bookkeeping and accounting, current literature, trends and developments in the field of tax collection administration. Must have or work towards receiving and keeping the PPC (Professional County Collector) designated by TACA of Texas (Tax Assessor-Collector Association). Able to operate 10 key adding machine and type 40 to 50 wpm. Must have the ability to communicate effectively both in English and Spanish. Must have a valid Texas Driver's License, reliable means of transportation, and provide a no criminal record report. Must be bondable. May be assigned to work in any one of the County Tax Branch offices.

**DESCRIPTION OF DUTIES:** Under general supervision, performs a variety of clerical and public contact work associated with the collection of fees and issuance of motor vehicles for the Tax Assessor-Collector's Office in anyone of the various Tax Branch Offices throughout the County (without mileage compensations and/or reimbursement). Work involves performing duties in: handling telephone communications with the public to answer questions concerning taxes and vehicle registration; collecting property taxes and fees through contact with title companies, mortgage companies, real estate agents and individual taxpayers by telephone, or in person in the office; and/or receiving, researching, processing, and distributing tax certificates and assisting taxpayers in person and by telephone, concerning tax certificate information. Reports to Supervisor/Manager assigned. Performs other duties as assigned. This position is subject to a six (6) month probationary period prior to Civil Service eligibility; Must submit to a Civil Service Clerical Exam.

**BENEFITS:** Cameron County Offers Excellent Fringe Benefits, Including: Health and Life Insurance Protection, Sick and Annual Leave, a Retirement System and Paid Holidays. Cameron County has a mandatory direct deposit payroll program.

**HOW TO APPLY:** Cameron County  
**Human Resources/Civil Service/Safety Risk Dept.**  
1100 E. Monroe St. Suite 118  
Brownsville, TX 78520

**AA/EEO/MFD EMPLOYER**