

## **THE JONES COUNTY TAX ASSESSOR/COLLECTORS & VOTER REGISTRATION OFFICE**

### **JOB OPENING: DEPUTY CLERK – Full Time**

#### Job Description:

This position works under close supervision and involves independent judgment based on the procedures and the laws of the Texas Department of Transportation and the State of Texas Election Laws. Duties include but not limited to examining title transactions, registration of motor vehicles, voter registration, responsible for cash drawer, maintenance of voter registration files and other clerical tasks.

#### Examples of Work Performed:

Must have unquestionable ability to meet and serve the public in a friendly, professional and efficient manner.

Utilize computerized data entry equipment and various word processing and file maintenance programs to enter, store, and/or retrieve information.

Maintain pertinent files and records, scans and copy documents as necessary, ensuring that files are complete and accurate.

Process vehicle registration, dealer work for the titling of cars sold and/or leased.

Distribute license plates, specialty plates, disability plates and placards.

Ability to communicate orally, in writing, by telephone, convey messages, make copies, submit faxes and distribute mail.

Ability to establish and maintain an effective working relationship with co-workers, other county employees and county elected officials.

Regular and punctual attendance is a must as well as business casual clothing attire.

Hours of operation are Monday – Friday 8am until 5pm daily.

After 5 o'clock and weekends are required during Early Voting and General Elections.

#### Education and Experience:

High School Diploma or GED.

Plus one year of experience in a fast paced clerical field and public relations.

Must be able to type a minimum of 50wpm.

Ability to operate a computer, 10-key calculator and other basic office equipment.

Ability to complete continuing education job related courses either online or in a classroom.

#### Closing Date:

Application forms may be obtained between the hours of 8:00am and 5:00pm from the Jones County Courthouse located at 101 Courthouse Square, Anson, TX 79501 or download an application form at [www.co.jones.tx.us/page/jones.Jobs.Openings](http://www.co.jones.tx.us/page/jones.Jobs.Openings). Completed applications will be accepted in person or via email at [gloria.little@co.jones.tx.us](mailto:gloria.little@co.jones.tx.us) until May 31, 2019 at 5:00pm.