

BOWIE COUNTY, TEXAS-----JOB DESCRIPTION

February 15, 2024

IDENTIFICATION

Position Title: DEPUTY CLERK
Department: TAX ASSESSOR/COLLECTOR
Immediate Supervisor: JOSH DAVIS, BOWIE COUNTY TAC
Class Status: NON-EXEMPT
Salary: DOE

2024 FEB 21 PM 4:26

FILED FOR RECORDING
BOWIE COUNTY, TEXAS
TINA PETTY, COUNTY CLERK

JOB SUMMARY

Provide clerical support to the Bowie County TAC; exercise custodial duties over all records of the office; process and record registrations and titling of ownership of vehicles and watercraft.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- 1) Perform duties as assigned by TAX ASSESSOR/COLLECTOR or his/her Designee
- 2) Duties are to provide excellent customer service, while assisting the public with all transactions per Bowie County TAC policies and procedures following the Texas Department of Motor Vehicles Titles and Registration manual and assist the public with all watercraft transactions as set out by Bowie County TAC policies and procedures following the Texas Parks and Wildlife manuals
- 3) Answer telephone calls, handle mail, file records

EDUCATION, KNOWLEDGE, SKILL, AND ABILITY REQUIRED

- 1) Graduation from accredited school with valid diploma, or G.E.D. equivalent
- 2) Competent typing and computer skills
- 3) Demonstrated ability to learn quickly and work effectively with the public
- 4) Ability to handle cash, make change, and balance cash receipts
- 5) Bondable
- 6) Must be able to lift fifty (50) pounds waist high

WORKING CONDITIONS

- 1) Accountable for management of large amounts of revenue
- 2) Subject to moderate to heavy amounts of concentrated work periods sufficient to cause fatigue
- 3) Ability and willingness to follow the Bowie County TAC policies and procedures

SIGNATURE/APPROVAL

Employee

Date

Bowie County TAC

Date

NOTE: The above declarations are not to be an "all-inclusive" list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and ability required to do the job. Rather, they are intended to describe the general nature of the job.

YOU MAY PICK UP EMPLOYMENT APPLICATIONS AT THE FOLLOWING LOCATIONS:

BOWIE COUNTY TAC OFFICE

BOWIE COUNTY COURTHOUSE

601 MAIN ST

710 JAMES BOWIE DR

TEXARKANA, TX 75501

NEW BOSTON, TX 75570

****ALL APPLICATIONS MUST BE TURNED INTO THE BOWIE COUNTY TAC OFFICE****