

BOWIE COUNTY, TEXAS-----JOB DESCRIPTION

RECORDED IN  
BOWIE COUNTY, TEXAS  
TINA PETTY, COUNTY CLERK

August 31, 2023

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**IDENTIFICATION**

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

**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

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Employee \_\_\_\_\_ Date \_\_\_\_\_

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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  
601 MAIN ST  
TEXARKANA, TX 75501**

**BOWIE COUNTY COURTHOUSE  
710 JAMES BOWIE DR  
NEW BOSTON, TX 75570**

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