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BOWIE COUNTY, TEXAS-----JOB DESCRIPTION

May 9, 2022

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BOWIE COUNTY, TEXAS
TINA PETTY, COUNTY CLERK
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IDENTIFICATION

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

JOB SUMMARY

Assist with monthly bank reconciliations and daily balances. Provide clerical support to the Bowie County TAC and Bowie County Chief Deputy with any assigned tasks, 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) Assist with all financial reconciliations, audits, monthly Texas Comptroller payments, TxDMV and TPW reports.
- 3) Balance daily cash/check/credit card receipts.
- 4) 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 manuals 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.
- 5) Answer telephone calls, handle mail, file records.

EDUCATION, KNOWLEDGE, SKILL, AND ABILITY REQUIRED

- 1) Accounting Degree preferred but not required
- 2) Strong background in banking, bookkeeping, or accounting required
- 3) Graduation from accredited school with valid diploma, or G.E.D. equivalent
- 4) Competent typing and computer skills
- 5) Demonstrated ability to learn quickly and work effectively with the public
- 6) Ability to handle cash, make change, and balance cash receipts
- 7) Bondable
- 8) 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.