

## LAVACA COUNTY JOB DESCRIPTION

DEPARTMENT: Tax Assessor-Collector

JOB TITLE: Deputy Clerk – Motor Vehicle/Tax

SUPERVISOR: Tax Assessor-Collector and/or Chief Deputy

GENERAL FUNCTION: Work independently under general administrative direction; process mail-in registration renewals, title work and handicapped placards; handle walk-in transactions related to motor vehicle registration, boat registration, title transfers and collection of ad valorem taxes; assist with Subcontractor batch reports for motor vehicle registration; assist with boat and motor weekly report.

### DUTIES AND RESPONSIBILITIES:

- Process mail-in registration renewals, motor vehicle and boat and motor title transfers from individuals, attorneys and financial institutions; process mail-in disabled person applications.
- Log all registration and title outgoing mail for tracing and/or tracking purposes.
- Process walk-in motor vehicle registrations, title transfers and disabled person applications.
- Process walk-in boat registrations and boat/motor title transfers.
- Assist with the bookkeeping of the boat and motor records.
- Assist with preparing and typing deposit for boat and motor transactions.
- Assist in running the TPWD (Texas Parks and Wildlife Department) closeout at the end of each day when necessary.
- Assist in date-stamping and opening mail and distributing accordingly.
- Assist in processing Subcontractor batch reports of motor vehicle registration renewals and account for all voids and reprints.
- Post tax payments received by mail.
- Collect and post current and delinquent ad valorem taxes at counter.
- Operate and wait on customers at the drive-up.
- Balance tax collections till at the close of each day.
- Balance RTS (Registration and Title System) workstation at the close of each day.
- Answer telephone calls and assist the general public with inquiries regarding taxes, vehicle registration, title transfers and any other information relating to the tax office.
- Other duties within the office as directed or required by supervisor(s).

### QUALIFICATIONS:

- High school education or equivalent required.
- Training and/or experience related to clerical work.
- Must be bondable for handling public monies.
- Must be able to handle and count money.
- Must possess computer skills including Microsoft Word and Excel.

- Operate standard office equipment including computer, printer, scanner, calculator, credit card reader, copier, fax machine, paper shredder and telephone.
- Possess good communication skills.
- Must be able to work with the public in a friendly, courteous and helpful manner.
- Must have a positive attitude with a willingness to learn and be taught.
- Possess knowledge of modern office practices and procedures of financial record keeping and reporting.
- Must be willing to attend seminars and webinars in order to keep abreast of new laws and procedures.
- Must be willing to attend out of town classes to obtain certification in assigned time frame if required by Tax Assessor-Collector.
- Required to take and pass the RTS Learning Modules as directed by TxDMV.
- Required to take an Online Cybersecurity Training Course through the Texas Association of Counties (TAC).
- Physical condition must allow for standing and/or sitting for long periods of time.
- Must be able to lift and carry boxes of license plates, boxes of paper, large heavy books and equipment.
- Must be able to respond to requests and inquiries from the public in a timely, proper and courteous manner.
- Must possess proper telephone etiquette and technique.