

NOTICE OF EMPLOYMENT OPPORTUNITY

APPLICATIONS ARE BEING ACCEPTED FOR ONE POSITION OF DEPUTY TAX ASSESSOR COLLECTOR FOR THE MEXIA ANNEX OFFICE. APPLICANTS MUST HAVE THE MINIMUM OF A HIGH SCHOOL DIPLOMA OR G.E.D.

QUALIFICATIONS ARE AS FOLLOWS:

1. KNOWLEDGE OF GENERAL OFFICE PROCEDURES.
2. ABILITY TO COURTEOUSLY AND EFFECTIVELY ASSIST CUSTOMERS
3. ABILITY TO OPERATE VARIOUS OFFICE EQUIPMENT INCLUDING COMPUTERS, FAX, COPIER AND 10 KEY ADDING MACHINES.
4. KNOWLEDGABLE IN QUICKBOOKS, MICROSOFT WORD, EXCEL AND ACCESS
5. EXPERIENCE IN COMPUTER DATA ENTRY.
6. TAX OFFICE AND MOTOR VEHICLE TITLING AND REGISTRATION EXPERIENCE PREFERABLE.
7. VERIFIABLE REFERENCES.

APPLICATIONS MAY BE PICKED UP AT THE LIMESTONE COUNTY TAX OFFICE IN GROESBECK, 200 W. STATE ST., ROOM 109, GROESBECK, TEXAS.

APPLICATIONS MUST BE RETURNED TO STACY HALL, LIMESTONE COUNTY TAX ASSESSOR COLLECTOR BY JULY 12, 2021.