

NOTICE OF EMPLOYMENT OPPORTUNITY

APPLICATIONS ARE BEING ACCEPTED FOR A FULL-TIME POSITION OF MOTOR VEHICLE DEPUTY IN THE GROESBECK OFFICE OF THE LIMESTONE COUNTY TAX ASSESSOR-COLLECTOR. APPLICANTS MUST HAVE THE MINIMUM OF A HIGH SCHOOL DIPLOMA OR G.E.D.

QUALIFICATIONS DESIRED ARE AS FOLLOWS:

- 1. KNOWLEDGE OF GENERAL OFFICE PROCEDURES**
- 2. ABILITY TO WORK COURTEOUSLY AND EFFECTIVELY WITH THE PUBLIC**
- 3. KNOWLEDGE OF MICROSOFT OFFICE SOFTWARE
(WORD, EXCEL, ACCESS)**
- 4. EXPERIENCE IN DATA ENTRY AND USE OF FINANCIAL SOFTWARE**
- 5. KNOWLEDGE OF MOTOR VEHICLE TITLING AND REGISTRATION
PROCESSING PREFERED BUT NOT REQUIRED**
- 6. PAYMENT PROCESSING EXPERIENCE**

MUST BE SELF MOTIVATED.

VERIFIABLE REFERENCES ARE REQUIRED.

APPLICATIONS MAY BE PICKED UP AT THE LIMESTONE COUNTY TAX OFFICE IN GROESBECK AT 200 W. STATE STREET, ROOM 109 AND RETURNED BY JULY 8, 2022.