

NOTICE OF EMPLOYMENT OPPORTUNITY

APPLICATIONS ARE BEING ACCEPTED FOR ONE POSITION OF PART-TIME DEPUTY TAX ASSESSOR COLLECTOR FOR THE GROESBECK 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 AND RETURNED TO THE LIMESTONE COUNTY TAX OFFICE IN GROESBECK, 200 W. STATE ST., ROOM 109, GROESBECK, TEXAS.

APPLICATIONS ACCEPTED UNTIL POSITION FILLED