



Henderson County Tax Office

Peggy Goodall, Tax Assessor-Collector

Court House Annex

125 N. Prairieville, Suite #103

Athens, Texas 75751

(903) 675-6134 ~ Tax (903) 675-6135 ~ Auto

903-677-7230 ~ Fax

HENDERSON COUNTY TAX OFFICE is now hiring for a Deputy Clerk

HENDERSON COUNTY TAX OFFICE is now hiring for a Full Time Deputy Clerk for Athens Tax Office

JOB SUMMARY for this position require the following:

Process Tax Payments, answer phone, assist tax payers with property information

ESSENTIAL FUNCTIONS:.

- ◆ Process property tax payments
- ◆ Collect, receipt and balance money to daily reports.
- ◆ Process mail.
- ◆ Greet public, answer telephone and convey messages.

Deputies are accountable for cash drawer. Other requirements include duties as assigned within the scope of responsibility and skill required of the job.

EDUCATION, EXPERIENCE, LICENSE AND CERTIFICATIONS:

- ◆ High School graduate or equivalent.
- ◆ Two year clerical experience.

Candidate must have **good computer skills, accounting skills, cash handling, excel** and 10-key by touch with **great customer service skills**. Work is a very fast-paced environment. Be able to handle multiple tasks simultaneously. This can be a fast paced environment. **Dependability is Very Important.** Hours are Monday thru Friday 7:45 AM till 4:45 PM. Training will be at the Athens office.

WORKING CONDITIONS: Work is performed indoors. Occasional travel is necessary for required schools and other job related duties. This position has continual exposure to the computer monitor.

PHYSICAL REQUIREMENTS: Generally, this position requires light lifting, usually less than 10 lbs but can be up to 25 lbs occasionally. Deputy must be able to physically operate office equipment. This position is basically sedentary but also requires standing, bending, stooping and stretching.

Please send resumes to:

Henderson County Tax Office

Attention: Barbara Lovelady

125 N. Prairieville St., Ste. #103

Athens, TX 75751

Or

Email to: blovelady@henderson-county.com

