



COUNTY OF VICTORIA - TAX ASSESSOR-COLLECTOR
205 N Bridge Ste 101
Victoria, TX 77901

Position: Clerk III – Motor Vehicle Division
FLSA Status: Non-Exempt – Full-Time
Salary: \$13.82-\$16.58 per hour
Posting Date: July 25, 2022

SUMMARY

Under general supervision, performs clerical and monetary transaction functions related to registration and titling transfers and other job duties as required by position. Provides professional and courteous assistance to the public in an effective, efficient and productive manner while processing registrations and transfers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works under the direction of the Tax Assessor-Collector and supervisor
- Must be punctual
- Receives payment and paperwork from customers registering motor vehicles and/or trailers
- Types/enters data on motor vehicle title transfers for car dealers, individuals, banks and credit unions
- Assists public with completion of required paperwork and questions concerning motor vehicle registration and/or title transfers for motor vehicles, trailers, camper trailers, off-hwy vehicles
- Collects sales tax on motor vehicle transfers
- Issues duplicate license receipts, temporary permits, personalized and handicap plates, etc
- Register liens
- Handle excessive cash handling.
- Verifying correct payment amounts paid by cash, check, and credit card
- Balances individual cash drawer
- Perform general clerical work which may include filing, typing and/or other clerk duties
- Organize and maintain filing systems; maintain records related to the County Tax Assessor-Collector Office
- Operate a variety of office equipment including; computer, printer, typewriter, calculator, copy machine and counterfeit machine
- Be familiar with laws, regulations, and policies for the County Tax Assessor-Collector
- Perform other duties as assigned/answer phone calls
- Interpret State mandates for the Department of Motor Vehicles

SUPERVISORY RESPONSIBILITIES

- None

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent. Additional specialized secretarial or clerical course work is desirable
- One to two years of increasingly responsible secretarial and clerical experience
- Bilingual preferred, but not required

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Texas Driver's License

PHYSICAL DEMANDS

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- standing or sitting for extended periods of time
- lifting and carrying light to heavy materials
- kneeling during assigned activities
- operating assigned office equipment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- responding to questions and inquiries
- operating assigned equipment
- communicating with others

Maintain mental capacity, which permits:

- answering questions
- accepting positive feedback for performance enhancements
- multi-tasking- switching from one job duty to another at any time
- effective interaction and communication with others

Effectively handle a work environment and conditions which involve:

- periodically being exposed to upset or irate citizens
- exposure to computer screens
- periodically handling fast paced situations

WORK ENVIRONMENT

A normal office environment where the noise level is quiet; may be exposed to upset or irate citizens

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or <https://www.vctx.org/page/employment>

Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901