



Victoria County, TX

POSITION PROFILE

<u>Position Title:</u>	Deputy Clerk	<u>Effective Date:</u>	May 2025
<u>Department:</u>	Tax Office	<u>Division:</u>	Tax/Motor
<u>Accountable to:</u>	Assistant Chief	<u>Status:</u>	Non-Exempt

Primary Objectives

Performs intermediate clerical and monetary transaction functions related to collecting property taxes, processing transactions for the State of Texas Motor Vehicle Department, and other job duties as determined by department position. Providing professional and courteous assistance to taxpayers and the public in an effective, efficient and productive manner while processing tax payments and fees.

Supervision Received

Work is performed under the limited supervision of Assistant Chief.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Collects current and delinquent taxes from customers, both in person and by mail.
2. Assists the public with taxes and general information, in person, mail and by phone.
3. Interfiles and mails tax statements.
4. Performs address and legal property searches.
5. Balances individual cash drawer.
6. Perform general clerical work, which may include filing, typing and/or other clerk duties.
7. Organize and maintain filing systems; maintain records related to the County Tax Assessor-Collector Office.
8. Operate a variety of office equipment including computer, printer, typewriter, calculator, copy machine and counterfeit machine.
9. Be familiar with laws, regulations, and policies for the County Tax Assessor-Collector.
10. Process motor vehicle renewals, titles, or any other service provided under the Department of Motor Vehicles.
11. The ability to train under both departments

MINIMUM QUALIFICATIONS

- High School Diploma/GED and moderate (1-3 years) experience required.
- Valid Texas Driver's License.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time and may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Seldom or never
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Quiet

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.