

GAINES COUNTY JOB POSTING

JOB TITLE: DEPUTY-MOTOR VEHICLE SECTION
DEPARTMENT: TAX ASSESSOR-COLLECTOR

- **SUPERVISION:** Works under the supervision of Tarran Deleon - TAX ASSESSOR COLLECTOR

- **Summary:** Responsible for the titling and registration of cars, trucks, motorcycles, trailers, and other miscellaneous equipment.

- **MINIMUM QUALIFICATIONS:** High school diploma or general education degree (GED). Driver's license and dependable transportation with ability to work in any office assigned. Bi-lingual is preferred

- **Knowledge, skills and abilities:**
 - Effective communication with customers and coworkers
 - Basic cash handling knowledge
 - Problem solving and research skills
 - Typing 45-55 WPM with high accuracy
 - Customer service skills

- **JOB APPLICATION:**
 - Available in the Office of the County Treasurer

POSTING OPENS: December 30, 2024
POSTING CLOSES: January 17, 2025

JOB APPLICATIONS MAY BE PICKED UP AND RETURNED TO THE COUNTY TREASURER'S OFFICE AT THE COURTHOUSE BETWEEN 8-4:30 (432) 758-4609, 101 SOUTH MAIN ROOM 103, SEMINOLE, TX 79360 GAINES COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. THE COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, CREED, GENDER, RELIGION, AGE OR DISABILITY IN EMPLOYMENT FOR THE PROVISION OF SERVICES.

Gaines County Tax Assessor-Collector Deputy Clerk

Summary: The Deputy Clerk performs specialized clerical work in an assigned department.

Essential duties:

- Processes registration for commercial and passenger vehicles.
- Oversees title transfers on cars, trucks, trailers and motorcycles.
- Issues disabled parking placards.
- Balances a cash drawer daily.
- Assists customers with questions through phone calls, email, and mail.
- Answers phone calls, and greets visitors.
- Researches and follows changing laws affecting motor vehicle registration and title transfers.
- Any other duty as assigned by the supervisor within the scope of the department.

Minimum qualifications: High school diploma or general education degree (GED). Bilingual is preferred.

Knowledge, skills, and abilities:

- Effective communication with customers and coworkers
- Basic cash handling knowledge.
- Problem solving and research skills.
- Typing 45-55 WPM with high accuracy.
- Customer service skills.

Physical and environmental requirements: This position requires frequent lifting and moving of boxes up to 50 pounds. Prolonged standing and/or sitting. Regular attendance and timeliness is required.