



CALDWELL COUNTY

Job Description

Job Title: Deputy Clerk
Department: Tax Office
Location: 110 S. Main St.
Lockhart, Texas

Salary:
FLSA Status: Non-Exempt
Prepared by: Human Resources Dept.

*Applications will be accepted until the position is filled.

*Please return job application to HR Office (Kristianna Ortiz) 1st floor Caldwell County Courthouse.
You may also email your application to kristianna.aranda@co.caldwell.tx.us.

SUMMARY

This position requires that after a designated training period, the successful candidate have a thorough knowledge of automobile registration and titling procedures. He/She has daily contact with the public and is responsible for processing an annual average of 130,000 vehicle transactions including, but not limited to, license renewals, dealer transactions, subcontractor renewals, fleet registrations, internet transactions, and title transfers. Accurately input and balance dollar collections. Research, interpret, and apply the Texas Department of Motor Vehicles and the Texas Comptroller's office, and local dealerships. The successful candidate must be proficient at handling cash and balancing a cash drawer daily. The individual is not responsible for the supervision of employees. Good customer service skills are a requirement, and Bilingual is preferred.

SUPERVISION RECEIVED

Works under the general supervision of the Tax Assessor-Collector and Chief Deputy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve customers at the counter by registering and transferring vehicles, and providing assistance with other motor vehicle transactions as required.
- Must pass all of the Texas Department of Motor Vehicles eLearning modules – Must be bondable.
- Promptly produce and mail out registration renewals.
- Process dealer transactions for new and used vehicle sales within a 48-hour turnaround.
- Coordinate with the Texas Department of Motor Vehicles and Texas Comptroller of Public Accounts to respond to citizen requests in a timely, professional manner.
- Contact customers by phone to inform them of their Specialty plates arrival.
- Process and balance credit card transactions
- Process Internet Renewals
- Accurately maintain disabled database
- Manage the permanent and temporary Handicap/Disabled Veteran's Documents and files

- Order Veteran's Plates
- Accurately maintain filing system
- Process Title Packet Report for Texas Department of Motor Vehicles
- Process Fed Ex, UPS and LSO overnight Packages from both offices
- Deliver or arrange for pickup and drop off at locations
- Boat Titles and Renewals TWPWD
- Run void reports and reconciling
- Request for film from DMV when needed
- Prepare Title Packages
- Manage Supplies
- Keep printers and copiers stocked with toner and paper
- Update in-house forms
- Manage daily reports for storage
- Answer multi-line phone system
- Perform mailroom duties as requested
- Maintain work area in a professional, organized manner.
- Run 99 Reports
- Web Dealer
- Run NMVITS Reports

Note: 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 and is assigned by management.

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to four years of related experience and/or training; or equivalent combination of education and experience. The individual should possess a thorough working knowledge of cash handling, computer data entry, customer service, and general office procedures.

OTHER SKILLS AND ABILITIES

Microsoft office suite (i.e. email, word, excel), and data base programs; prepare clear and concise records, reports, correspondence and other written materials; exercise independent judgment within general policy guidelines; establish and maintain effective working relationships with those contacted in the course of work.

LANGUAGE SKILLS

Must be able to effectively communicate in written and oral form. Must answer telephone calls from the public, state offices, and others regarding motor vehicle laws and policies regarding licensing and titles. Must use the tools available to write letters, set up forms, and calculate fees for a professional approach to communication with the taxpayers.

MATHEMATICAL SKILLS

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Apply common sense understanding to carry out detailed but uninvolved written or oral instructions; able to deal with problems involving a few concrete variables in complex situations.

PHYSICAL DEMANDS

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk; use hands to finger, handle, or feel; reach with hands and arms. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Acknowledgement of Employee: _____ Date: _____

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____