

## **PART TIME OFFICE CLERK**

Employee will work 20 hours per week as scheduled. Starting pay \$9.00

- Provide customer service to “counter customers” by receiving payments, posting transactions in computer systems, such as Registration Title System and Texas Parks & Wildlife Systems, and issuing receipts for motor vehicle registration and titling fees.
- Answering phones
- Filing
- Processing mail
- Cash handling experience, such as balancing receipts and giving cash change
- Participate in educational opportunities.
- Protect the organization’s value by keeping information confidential
- Exercise good public relations.
- Must be able to read and comprehend instructions and all related correspondence, and memos.
- Must be able to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.