

PART TIME DEPUTY CLERK

McCulloch County Tax Assessor-Collector's Office is seeking a Part Time Employee to perform tasks related to Motor Vehicle Registration, Voter Registration, Texas Park & Wildlife Registration. This individual must be able to perform each essential duty satisfactorily. Must complete TxDMV training modules. The requirements listed below are representative of the knowledge, skill, and/or ability required.

SKILLS:

Must exercise good public relations.

Must be able to type 35 WPM.

Must possess excellent computer skills.

Must be able to work under pressure.

Must be proficient in the use of a 10 key adding machine/calculator.

Must be able to make accurate change and handle large quantities of cash.

Ability to multi-task.

Ability to handle difficult and demanding customers.

EDUCATION AND/OR EXPERIENCE:

High school diploma or general education degree (GED); or one to three years in an office environment or related field, cashier experience is a benefit, or equivalent combination of education and experience.

Must possess a working knowledge of cash handling, computer data entry, customer service and general office procedures.

Applications are available at the McCulloch County Treasurer's Office at 199 Courthouse Sq., Room 301, or on our website, www.co.mcculloch.tx.us.