

Washington County Tax Assessor's Office

DEPUTY CLERK **(FULL-TIME OR PART-TIME)**

Requirements include but are not limited to:

- Ability to multi-task
- Ability to communicate clearly and concisely both orally and in writing
- Ability to learn and apply procedure requirements and laws of the State of Texas concerning titles and registrations
- Cash handling and balancing of all fees collected daily with the use of basic mathematical and accounting principles
- Requires standing and/or sitting for extended periods of time, lifting and carrying light to moderate materials utilized in job assignment(s)
- Customer Service, computer skills and attention to detail required

APPLICATIONS ARE AVAILABLE AT AND RETURNABLE TO

Human Resources Office

Washington County Annex Building

105 West Main St, Suite 101 • Brenham, Texas

Email: hr@wacounty.com

www.co.washington.tx.us

Equal Opportunity Employer