

# Washington County Tax Assessor's Office

## FULL-TIME DEPUTY CLERK

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@washingtoncountytexas.gov](mailto:hr@washingtoncountytexas.gov)*

*[www.co.washington.tx.us](http://www.co.washington.tx.us)*

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