

MEDINA COUNTY JOB ANNOUNCEMENT

The Medina County Tax Office is accepting applications for the following position:

JOB TITLE: Auto Clerk, Medina County Tax office – Devine, TX

GENERAL STATEMENT OF DUTIES: This is a responsible position, which involves independent judgment. Duties include performing advanced clerical work requiring application of various complex work methods and procedures, familiarity with the laws and regulations controlling the employing department and with departmental functions, policies, and practices.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Working knowledge of business English, spelling, and arithmetic, of office practices and procedures, and of departmental rules and regulations; ability to understand and carry out complex oral and written instructions; ability to establish and maintain complex records and files; ability to meet the public well and to deal calmly and effectively with their questions or problems; ability to establish and maintain effective working relationships with co-workers and employees and officials in other departments; ability to communicate effectively both orally and in writing; and may be required to type accurately at the speed of at least 45 words a minute, to operate a calculator by touch; and to have experience with computers and Windows.

ACCEPTABLE EXPERIENCE AND TRAINING: High school graduate or its equivalent plus at least three years experience with Clerical work; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

REQUIRED CERTIFICATES AND LICENSES: May be required to be bondable.

BEGINNING SALARY: Based on experience/qualifications.

Applications will be accepted at the Medina County Human Resource Office between the hours of 8-12 and 1-4 Monday through Thursday and Fridays from 8-12 and 1-3. County application forms must be used. Forms or additional information can be obtained by contacting:

Medina County Human Resource office
1300 Avenue M, Room 130
Hondo, TX 78861
(830) 741-6111 ph, (830) 426-3811 fax
www.medinatx.gov

MEDINA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER