

WHARTON COUNTY TAX OFFICE

JOB TITLE Front Line Deputy

DEPARTMENT Tax Office

SUPERVISOR Tax Assessor-Collector

Works directly with tax payers in all areas of tax collections, research accounts, and furnish

JOB SUMMARY information in a true and correct manner according to law.

REQUIRED QUALIFICATIONS

- Must have computer skills.
- Must be able to understand and retain information, procedures, and incorporate them into working situations.
- Must be able to work effectively with others.
- Must be able to work in a stressful work environment.
- Must be bondable to the Wharton County TAC.
- Must be willing to travel.
- Must pay all shortages from personal funds as mandated by laws governing personal liability of the TAC.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- To aid and assist taxpayers of Wharton County and others in all areas of tax collections, research of accounts, (Motor Vehicle and Property Tax), furnish information in a true and correct manner according to Texas Property Tax Law/Codes, Texas Department of Transportation Motor Vehicle Registration and Title Laws, along with Alcohol and Beverage Licensing.
- To provide the personal services required to complete the taxpayer's transactions in a lawful manner, per the taxpayer's request.
- To perform the duties and responsibilities of the position within the scope of limitations (with minimum errors) as required by the State of Texas.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand, sit and stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually quiet.

SAFETY RECOMMENDATIONS/REQUIREMENTS

The incumbent in this job must be knowledgeable about and follow the county's safety policies and procedures.

PHYSICAL & DRUG SCREENING

A physical and drug screening applies to this job. Pre-employment physical and drug testing is required.

MUST BE ABLE TO PASS A BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER