

Randall County Tax Office has an immediate opening for a full time Motor Vehicle Tax Deputy in the Amarillo Office. The position requires the ability to type 40-50 wpm, handle money, strong customer service skills, and PC experience. Beginning salary is \$2529 per month. Job description is available online at [www.randallcounty.com](http://www.randallcounty.com) or in person at the Randall County Human Resource office, 501 16<sup>th</sup> St. Ste. 302 Canyon, TX 79015. Applications will be accepted thru Wednesday August 15th and can be faxed to 806-477-1702 or emailed to [hr-payroll@randallcounty.com](mailto:hr-payroll@randallcounty.com)

Randall County is an Equal Opportunity Employer



# RANDALL COUNTY JOB DESCRIPTION

**DEPARTMENT:** TAX OFFICE

**JOB TITLE:** MOTOR VEHICLE DEPUTY

**DATE APPROVED:**

**EMPLOYMENT STATUS:**

**Full Time**      Salaried      Part Time      **Non-Exempt**      Exempt

**EXEMPT TYPE**

Executive    Administrative    Professional    Computer    Compensated  
Police/Fire

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the class. This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties relating to the tax office that may be required by their supervisor.

**DEFINITION**

Performs a variety of skilled and routine clerical work which follows well established procedures. Processes motor vehicle title applications, renewals and collects fees. Work requires extensive contact with the public in person and by telephone or mail. Works in an office, carries documents and boxes of office materials including license plates between work areas. Performs routine work independently; assignments are subject to review in progress and upon completion.

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Motor Vehicle Manager.

**EXAMPLES OF SPECIFIC RESPONSIBILITIES AND DUTIES**

Responsibilities and duties may include, but are not limited to the following:

**Essential duties and responsibilities:**

1. Receive customers at front counter in a courteous and professional manner, determine the nature of their business and proceed with transaction or direct them to the correct department.

2. Comply with cash security procedures including obtaining, storing and balancing a cash drawer.
3. Know different types of registration and requirements for each: accurately advise citizens on registration procedures at the counter or over the phone.
4. Process registration forms; issue license plates and registrations at the counter or by mail.
5. Organize, process and collect fees for commercial fleet registrations and titles.
6. Know motor vehicle and sales tax laws; continually stay updated on all changes; be able to navigate and interpret Texas Department of Motor Vehicle's website to retrieve transportation codes and statutes.
7. Process title transfers; assemble title papers for state records.
8. Proof read title work to insure accuracy before submitting to state.
9. Each day prepare and submit report of title activity.
10. Use computer equipment to enter, store and retrieve data for titles, transfers and registrations.
11. Perform other assigned projects when not occupied with motor vehicle customers.

**Other important duties and responsibilities:**

1. Attend seminars, schools, and workshops.
2. Cross train in property tax.
3. Assist other employees and departments as workload permits.
4. Assist in processing rejected title applications from Texas Department of Motor Vehicle.
5. Prepare procedural worksheets/datasheets on new laws/changes to be used as training tools in office.
6. Establish and maintain effective working relationships with county officials, state and local agencies, financial institutions, commercial businesses, co-workers and the public.
7. Work in Canyon/Amarillo office when required.

8. Be present at work everyday on time, fully prepared, sober and with a professional and clean appearance for the full duration of the scheduled work day.

## **QUALIFICATIONS**

### **Knowledge of:**

Preferred: personal computer experience

### **Ability to:**

To type 40-50 words per minute. Accurately and operate a ten-key by touch.

To analyze and understand complex documents and convey information.

To communicate and convey disagreeable or negative information with conviction and tact.

To maintain an established percent of accuracy.

To verbalize for 30 minutes at a time.

To work effectively with fellow employees and the general public.

To accept instruction and on-the-job training.

To conform to established office policies and procedures.

## **Experience and Education Guidelines**

Six months related experience or training in cashiering or customer service.

### **Education:**

High school graduate.

### **Licenses of Certificates:**

Bondable

## **WORKING CONDITIONS**

### **Environmental Conditions:**

1. Work in a high stress environment and perform several tasks at once.

2. Available to work overtime as required. This may include one Saturday morning a month.

**Physical Conditions:**

1. Hear spoken word over the counter, in the office and on the telephone.
2. Stand or walk on tile/concrete floors at length during the work day.
3. Bend, twist, push, pull and lift 25 pounds of office supplies/inventory.

The Randall County Tax Office does not discriminate on the basis of race, color, national origin, sex, age, or handicapped status in employment or the provision of services.

Grade 14