



POSITION AVAILABLE

Job Title: CHIEF DEPUTY CLERK

Department: Tax Office

Job Location: Anahuac, TX

Annual Salary: \$59,088.66 - \$61,686.45

Application Period: March 14, 2023-until filled

Job Summary and Principal Duties: The Chief Deputy Tax Assessor-Collector is responsible for assisting the Tax Assessor-Collector in supporting the Tax Office's mission through effective operations/supervision of the Tax Office.

Duties include, but are not limited to:

- Verify that tax cashiers deposit slip and batch payment proof list balance. Accountable for all deposits on weekly tax distribution record. Generate distribution reports and balance. Complete transfer form for the office.
- Process electronic deposit of checks and cash daily.
- Process deposit adjustment corrections from bank as needed.
- Process all returned items and mail letters to taxpayers.
- Responsible for data entry for budget, payroll, purchasing, and travel.
- Registers and transfers registrations of automobiles for the Texas Department of Transportation;
- Process Chambers County Appraisal District Supplement rolls per tax year and entity. Generate statements created from CCAD Supplement rolls per tax year and entity.
- Process Chambers CAD Correction rolls per tax year and entity. Generate statements/refund notices created from CCAD Correction rolls. Process Chambers CAD name and address updates. Generate statements from CCAD name/address updates.
- Process agreed judgments upon receipt. Process mortgage payments from payment emailed.
- Generate monthly reports. Reconcile weekly distributions to monthly reports. Process payments to Attorney's for services rendered.
- Ability to process auto registration, title transfers and beer & liquor renewals.
- Ability to perform all reporting for State/County Reg system in absence of Chief Deputy for Motor Reg.
- Interaction with Tax Entities, and other County Departments & Commissioners Court

APPLICANTS MUST MEET THE FOLLOWING QUALIFICATIONS:

- High school diploma or equivalent.
- Registered Texas Assessor/Collector designation or eligible.

Only applicants meeting the qualifications listed above need apply:

Human Resources Department
404 Washington Ave.
Anahuac, TX. 77514

(409) 267-2457 / HR@chamberstx.gov

Chambers County is an equal opportunity employer. The County does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services.