

## **JOB DESCRIPTION**

**Date Prepared or Updated:** April 9, 2026

**Applications Accepted Until:** Position filled

**Starting Wages:** \$17.09 per hour

**Position Title:** Deputy Clerk, full time

**Office Hours:** Monday through Friday 8 to 4:30

**Department:** Tax Office, 438 E. 2<sup>nd</sup> Street, Colorado City, Texas

**Hiring Supervisor:** Teresa Hughes, Tax Assessor-Collector

### **General Purpose of Position:**

Conduct daily business as instructed. You will work with the public directly. You will be answering telephone inquiries about tax accounts, vehicle questions and voting questions. You will assist in collecting funds for tax accounts, register vehicles, and conduct computer reports for County and State related agencies.

### **Essential Job Function:**

You will need strong communication skills as well as speaking on the telephone, working knowledge of bookkeeping, accounting skills, filing and written communications skills, proficient basic computer skills, proactively change your productivity to complete priority functions, strong organization skills. There will be out of county travel for training assignments.

These functions are intended to describe the duties of an employee in general terms and do not necessarily describe all specific duties.

### **Essential Working Conditions:**

This job generally requires work in an air conditioned and heated facility. The worker may be exposed to cleaning supplies, pesticides, printing chemicals and other substances that may be poisonous, flammable or defined as hazardous by EPA.

### **Essential Education and Experience:**

This position requires a High School Diploma or GED.

### **Dress Code:**

Casual but professional dress code is required. You can wear jeans but no large holes or ripped jeans.

**Duties of Mitchell County Tax Assessor-Collector:**

1. Calculates property tax rates for the county;
2. Collect taxes for Colorado City, Westbrook City, and Loraine City; Colorado ISD, Westbrook ISD, and Loraine ISD; Mitchell County, Lateral Road, Lone Wolf Groundwater District;
3. Processes motor vehicle title transfers;
4. Issues motor vehicle registration and licenses plates;
5. Registers voters and provide entities with voting elections;
6. Collects various other fees for the state and county.