

Tax Collections Clerk Position

Organization: Gillespie Central Appraisal District

Date: February 2018

Education: High school diploma required. Preference given to education attained beyond high school level.

Description & Details: The position requires considerable concentration, ability to manage time effectively and work without supervision. It is subject to stress caused by a changing public environment, diversity in the organization, heavy workload, high call volume, and mandatory deadlines. Requires the ability to, assess information, ask questions, make decisions, and execute assignments.

Responsible for daily collection of property tax payments, daily balancing of payments, production of tax collections reports, interaction with the public and business people in person, on the telephone, and by email.

Requirements include:

- prior employment which included cash handling
- tremendous work ethic and honesty
- good communication skills and good patience
- proficient computer skills and strong math skills
- proficient with Microsoft Excel and Word
- possess a valid Texas driver's license and be insurable by the District's insurance provider
- submit to background check and drug testing

Essential Physical Demands: Requires sitting, walking, standing, driving vehicle, bending, kneeling, reaching and twisting upper body. Must be able to hear and speak both in person and by phone. Must be able to see and read fine print and lift up to 40 pounds.

Work schedule: Hours are Monday through Friday from 8 am to 5 pm.

Pay and Benefits: This is a salaried position with the salary based on experience. Benefits include medical insurance, retirement plan, sick leave, and vacation.

Gillespie Central Appraisal District is an equal opportunity employer.

Please email resume with cover letter to job@gillcad.org or send resume and cover letter to:

Scott Fair, Chief Appraiser
Gillespie CAD
1159 S. Milam St.
Fredericksburg, TX 78624