



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Clerk (Elgin Sub-Station) – Full Time	Opening Date: September 13, 2023	Application Deadline: September 27, 2023	Job Posting Number: 230906
Department: Tax Assessor/Collector	Starting Salary: \$17.00-\$18.00 Hrly.	Work Location: Elgin, Texas	Travel: As needed: Elgin - Bastrop

INTERNAL/EXTERNAL JOB POSTING

Brief Job Description: Performs clerical and technical work in support of the County’s Motor Vehicle Registration and title tax collection programs. Work involves renewing registrations, title vehicles, collecting property taxes, issuing disabled parking placards and plates, maintaining records and reports for submission to the State and County, and handling large amounts of cash and checks. Duties also include answering telephones, typing correspondence and providing efficient customer service to the general public. Performs other related duties as assigned by supervisor. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

General Knowledge, Skills, and Abilities: Must possess knowledge of general office practices, procedures, equipment and standard clerical techniques, including the ability to type and operate a personal computer. Must have the ability to read, prepare, record and process motor vehicle registrations, title and ownership documents; ability to prepare reports, correspondence, records and other program documents; and ability to enter and retrieve data from automated information systems. Candidate must be able to verbally communicate with the public in an efficient manner, to acquire necessary information needed to effectively assist customers with their needs.

Minimum Qualifications: Must possess a high school diploma or equivalent, supplemented by one (1) year of customer service experience working in an office setting. Must have previous cash handling experience and must possess a valid driver’s license.

Preferred Qualifications: Bi-lingual in English and Spanish is preferred, but not required.

Physical Requirements: Physical demands include standing for long periods of time, walking, sitting, squatting, and bending, kneeling, and lifting and/or carrying up to 50 lbs.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at:

http://www.co.bastrop.tx.us/ips/export/sites/bastrop/downloads/Revised_Bastrop_County_Application_fillable_version.pdf. A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the County. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/ips/cms/jobs.html>.