

DEPUTY TAX ASSESSOR-COLLECTOR-MOTOR VEHICLE

CLASS NO. 1311 **EEOC CATEGORY: Office and Clerical**

PAY GROUP: 12 **FLSA: Non-Exempt**

SUMMARY OF POSITION

The Motor Vehicle Department of the Tax Assessor-Collector's Office processes transactions for three State Agencies: Texas Department of Motor Vehicles (DMV), Texas Parks & Wildlife (TPW), and the Texas Alcoholic Beverage Commission (TABC).

The motor vehicle deputy clerk performs various clerical tasks involving the registering and titling of motor vehicles, boats and boat motors; collecting taxes and fees, processing the county portion of TABC permits, issuing handicap placards, and assisting the general public with questions or problems.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Tax Assessor-Collector; Senior Deputy Tax Assessor-Collector-Motor Vehicle and/or Chief Deputy Tax Assessor-Collector.
2. **Directs:** This is a non-supervisory position.
3. **Other:** Has daily or regular contact with co-workers, motor vehicle or boat dealerships, banks or lien holders, Texas Department of Motor Vehicles DMV, Texas Parks and Wildlife (TPW), Texas Alcoholic Beverage Commission (TABC), local government officials or employees, other business entities, and the general public.

EXAMPLES OF WORK¹

Essential Duties

Collects motor vehicle, boat, and boat motor registration and title fees by cash, check, money order, or credit card over the county and by mail;

Collects the State portion of the State Inspection Fee (Effective March 1, 2015) and issues the required registration sticker;

Assist the general public in person or over the telephone with questions or problems pertaining to motor vehicle registration and titling, boat and boat motor registration and titling, handicap placards, and liquor license permits;

¹ For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.

Issues new and replacement license plates and stickers;

Processes title transfers on motor vehicles, boats and boat motors;

Researches motor vehicle registration on DMV network;

Prepares correspondence related to motor vehicle department matters

Processes and issues temporary license plate permits;

Processes and Handicap placards;

Maintains adequate inventory of motor vehicle plates, sticker paper, toner, and departmental forms at workstation;

Prepares daily balancing reports and submits to the Deputy Tax Assessor-Collector with monies collected;

Assists in receiving, stamping, opening, and sorting the daily mail;

Assists the property tax department in the preparation and mailing of current and delinquent tax statements;

Assists in maintaining public records and retention schedules

Other Important Duties

Performs such other related duties as may be assigned;

Required to attend continuing education classes at the request of TAC.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT²

Ability to lift 10-25 pounds frequently and 25-50 pounds occasionally;

Frequent reaching with arms, bending, twisting, standing, walking, stooping, and climbing stairs; and

Constant sitting and/or use of computer and office equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: current clerical practices and procedures; state and local laws related to the titling, registration, and collection of fees and taxes for motor vehicles, boats and boat motors;

² Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

state and local laws related to the issuance of handicap placards; state and local laws related to the processing of alcoholic beverage permits.

Skill/Ability to: maintain accurate records; prepare technical, legal, and statistical reports; operate computer using standard word processing, data inquiry, and spreadsheet software packages; operate other standard office equipment including typewriter, calculator, telephone, copy and fax machines; establish and maintain effective working relationships with co-workers, other county employees and officials, banks, private businesses, state and local agencies, and the general public; and maintain appropriate necessary certifications.

Must successfully complete all Vehicle and Registration (VTR) eLearning Training Modules with the DMV.

ACCEPTABLE EXPERIENCE AND TRAINING

High school diploma, or its equivalent; at least two (2) years experience handling monies;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Must be bondable.