

Tax Office

Full Time Clerk II Position

Office Location: TBD

Salary: TBD

Job Description:

Accepts and posts property tax payments via cash, check & charge. Assists with helping customers with Property taxes and DMV transactions. Knowledge of modern office practices and procedures. Skill in use of standard office equipment. Assists with customers via in person and over the phone.

Tools:

Computer, Phone system, 10-key calculator, copy machine, fax, printer, scanner, and other miscellaneous office equipment as needed.

Requirements:

Must have reliable transportation. Must be at work promptly from 8am-4:30pm Monday – Friday. Perform well under pressure in a fast-paced environment. Computer savvy, promptness, efficiency. Valid driver's license, ability to pass background check.

Minimum Qualifications:

High School Diploma or GED. 18 years of age. General computer knowledge. Clerical office experience.

Contact our office for more information.

Liberty Tax Office 936-336-4633

3210 HWY 90 Liberty TX 77575