



LEE COUNTY

JOB LISTING

May 3, 2024

POSITION: FULL TIME - DEPUTY TAX COLLECTOR CLERK at the
LEE COUNTY TAX OFFICE

BENEFITS: Retirement, Insurance, Holidays, Vacation, Sick, & Personal Leave

SALARY: Depends on Experience & Qualifications

ELIGIBILITY: High School diploma or equivalent
2-4 years experience in clerical and/or financial
Preferably knowledge of the Texas Property Tax System and
motor vehicle titling and registration process

REQUIREMENTS: Criminal background check
Must be bondable
Must have experience in Customer Service-in person & telephone

DUTIES: Perform clerical and cashier duties associated with registration and title
transfer of motor vehicles and property tax collections
Assist the public in person and by telephone
Effectively work closely with others
Any other duties assigned

Applications may be downloaded from the Lee County, Texas website at
www.co.lee.tx.us.

An application with a copy of your resume MUST be submitted by mail or hand
delivered to the Lee County Tax Office, 898 E. Richmond, Ste 103, Giddings, TX 78942
no later than 3:00 p.m. on Friday, May 17, 2024.