

BURLESON COUNTY JOB DESCRIPTION

JOB OPENING: February 12, 2024

JOB CLOSING: WHEN POSITION FILLED

FULL TIME POSITION: TAX CLERK

JOB DESCRIPTION: TAX OFFICE-FULL TIME POSITION

ASSISTING THE PUBLIC WITH TAX INFORMATION, APPLYING PAYMENTS TO PROPERTY TAXES, PROCESSING DUMP STICKERS, DATA ENTRY, ANSWERING PHONES, FILING AND BASIC OFFICE DUTIES AS REQUIRED.

EDUCATION AND EXPERIENCE:

MUST BE SELF MOTIVATED, ABLE TO WORK IN A FAST PACED WORK ENVIRONMENT. APPLICANTS NEED EXCELLENT COMMUNICATION SKILLS, MUST BE COMPUTER LITERATE, AND KNOW BASIC MATH SKILLS.

APPLICATIONS AVAILABLE AT WWW.CO.BURLESON.TX.US

OR APPLY IN THE TREASURERS OFFICE