

## Angelina County Tax Office

### Position for Deputy Clerk

Beginning salary is \$25,000.00 (\$12.02 per hour).

Capped salary is \$29,413.00 (\$14.14 per hour).

Position Available July 12, 2021

Education Requirement: High School Diploma or Equivalent

Bilingual (Spanish) a Plus

Applicants should possess good people skills, good computer skills, good reading and writing skills, have the ability to operate a 10-key calculator by touch, file, handle money and balance a cash drawer, and have experience in Microsoft Word and Excel. We are looking for a hard-working, dependable person possessing a mature attitude. **The ability to learn quickly and follow rules and regulations, as well as take instruction, is a must.** The hours for this position are 8:00 a.m. to 5:00 p.m., Monday through Friday. Angelina County has an excellent benefits package.

Apply online at [www.angelinacounty.net/tax/](http://www.angelinacounty.net/tax/) to complete and submit our employment application and questionnaire. Resumes are not required. Please, no phone calls.

We will take applications until July 2, 2021.

We will conduct interviews between June 24<sup>th</sup> and July 2<sup>nd</sup>.

We will make a decision and hire someone on July 2<sup>nd</sup>.

The first day of employment will be July 12, 2021.

Between July 6- 9<sup>th</sup>, the new hire will have to sign on with the County payroll clerk.