

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 September 16, 2020

Education Requirement: High School Diploma or Equivalent

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 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/ to complete and submit our employment application and questionnaire. Resumes are not required. Please, no phone calls.

We will take applications until August 31, 2020.

We will conduct interviews between August 24th and September 3rd.

We will make a decision and hire someone on September 4th.

The first day of employment will be September 16, 2020.

Between September 4-15, the new hire will have to sign on with the County payroll clerk.