

**Qualifications/ Responsibilities:**

High School Diploma or GED

Able to communicate with the public in person and over the phone while providing excellent customer service.

Strong computer skills: Utilize various processing and file maintenance programs to enter, store, and/or retrieve information; maintain files and records; ensure files are complete and accurate. Basic Microsoft Excel is a must.

Detail oriented, well organized, proactive, and self-motivated

Able to work independently

**Office Duties:**Motor Vehicle:

Registration and title of motor vehicles; processes renewals of registration. Assists in the distribution of disability placards, license plates, and specialty license plates, temporary tags

Property Tax:

Collect property taxes; post property taxes and issue tax certificates as needed.

Ellen Clark, Tax Assessor Collector  
PO Box 888  
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