

**Carrie Kimmell
Hutchinson County Tax Assessor-Collector**

Position Open for Deputy Clerk

Routine Duties:

- Registration and title transfers of motor vehicles
- Boat & Motor registration and transfers
- Collection of property tax
- Voter Registration
- Various routine clerical duties

Promote the Hutchinson County Tax Assessor-Collector's Office with a friendly and professional attitude toward the general public.

Skills and Requirements:

- Capable of meeting and working with the public
- Good people skills and friendly telephone skills
- Experienced in making change and balancing daily work
- Willing to be trained in all duties of Tax Assessor-Collector's office
- Willing to work hours necessary to meet public demand
- Willing to work when needed in one of the other offices
- Must be computer literate
- Prefer someone with office excel and QuickBooks experience

MUST HAVE A STRONG WORK ETHIC AND ABILITY TO WORK WELL WITH OTHERS

Must have the ability to keep information gained from the duties of this office in a confident and professional manner.

APPLICATIONS CAN BE OBTAINED AND SHOULD BE RETURNED TO THE HUTCHINSON COUNTY TREASURER'S OFFICE. THE JOB CLOSES, THURSDAY JULY 7th, 2022 AT 6:00 P.M.

WEBSITE: hutchinsoncountyonline.com

TELEPHONE: 878-4010

PHYSICAL ADDRESS- 500 MAIN ST., STINNETT, TX. ROOM 204 IN THE HUTCHINSON COUNTY COURTHOUSE.

MAILING ADDRESS- P.O. BOX 520, STINNETT, TX 79083