

## Job Description

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**Job Title:** Deputy Clerk

**Office/Department:** Hudspeth County Tax Assessor-Collector

**Reports to:** Tax Assessor Collector

**Created/Revised:** May 20, 2025

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## Job Summary

The Deputy Clerk for the Tax Assessor-Collector performs general clerical office duties, customer transactions including vehicle registration and title applications for the registration, titling, and title transfer of all motor vehicles and trailers in the county. State tax on all automobiles sold in the county. Will be responsible for daily, weekly, and monthly reports, oversees and files voter registration applications, and other duties. The Deputy Clerk must be a highly self-motivated, hardworking person with a friendly disposition. Must also be willing to submit to a criminal history check and sign a confidentiality agreement.

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## Core Responsibilities

1. Bilingual
  2. Good Customer Service
  3. Handling large sums of money
  4. Collecting various fees
  5. Processing motor vehicle title transfers
  6. Issuing motor vehicle registration and driver license renewals.
  7. Preparing and maintaining accurate department records
  8. Operating standard computer software
  9. Establishing and maintaining effective working relationships with co-workers, other county state and local agencies, and the general public
  10. Organizes and scans financial records for records retention by department
  11. Performs other duties as assigned.
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**Minimum Requirements**

- At least 18 years of Age
- Willing to submit to a criminal history check

**Education/Certifications**

- High School Diploma or equivalent

**Experience**

- List experience required including number of years
- Ex. Experience with Enterprise Resource Planning system
- Ex. 2 years customer service experience
- Ex. 3 years managerial experience, specifically in university setting

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**Knowledge Skills & Abilities**

- List any knowledge, skills and abilities needed, to include both hard and soft skills
- Ex. Basic understanding of clerical procedures and systems such as recordkeeping and filing
- Ex. Demonstrated independent decision-making and problem-solving ability
- Ex. Excellent verbal and written communication skills
- Ex. Proficient in Microsoft Office Suite

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**Working Conditions****Working Environment:**

- Office Environment.
- Requires use of computing equipment, telephone, multi-functioning printer and calculator.
- Ability to travel to and from meetings, training sessions or other business-related events.

**Physical Demands:**

- Ability to lift 10-25 pounds frequently and 25-50 pounds occasionally.
- Frequent reaching with arms, bending, twisting, standing, walking, stooping, and climbing stairs.
- Combination of standing and sitting and/or use of computer and office equipment.