

TRINITY COUNTY

JOB OPENING

**Trinity County Tax Assessor/Collector is Currently Accepting Applications for the
Position of Full Time Tax Clerk**

Position Summary

This position performs a variety of clerical duties to provide support for the office of tax assessor collector.

Collect, count and disburse money, do basic bookkeeping, and complete a variety of banking transactions.

Communicate with customers, employees and other individuals to answer questions, disseminate or explain information, and address complaints.

Regular attendance and timeliness are required.

Trinity County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.

**Applications available online at www.co.trinity.tx.us, Employment Opportunities.
Please send applications to Trinity County TAC, P.O. Box 369, Groveton, TX 75845
or Trinity County Treasurer, P.O. Box 337, Groveton, TX 75845.**

Closing Date February 15, 2019