



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Customer Service Representative	<b>Job Number</b>	619-0342-030222
<b>Department Head</b>	Tax Assessor	<b>Date Open</b>	March 2, 2022
<b>Salary Range Minimum</b>	\$2,490.58 - \$3,735.92 Monthly – Dependent on Experience	<b>Application Deadline</b>	Until Filled

**MUST BE AVAILABLE TO WORK IN ALL TAX OFFICE LOCATIONS  
(Training in San Marcos)**

**THIS POSITION IS AVAILABLE STARTING APRIL 1, 2022**

**In order to be considered for employment with Hays County submit the following documents:**

- Hays County Employment Application
- Cover Letter
- Resume

**Find Hays County Employment Applications at:**

- Hays County website – [www.hayscountytexas.com](http://www.hayscountytexas.com)
- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us) via email

**You may submit your application documents in any of the following ways:**

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, 78666
- Fax: 512-393-2227
- Email: [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us)

### Education and/or Experience

- High school diploma
- One year bookkeeping, tax, banking, or general office/clerical experience; or any equivalent combination of experience and training.

### Other Qualifications, Certificates, Licenses, Registrations

None.

### Required Skills

- Assists the public with motor vehicle inquiries including, providing information and forms for registration, title transfers, liens and bonded titles
- Verifies valid motor vehicle insurance coverage, obtains all required information to process motor vehicle transactions, and accounts for all documents and inventory.
- Assists the public with property tax inquiries including providing information and forms for property tax payments, prepayments, and tax certificates.
- Establishes contracts for payments on delinquent property tax accounts.
- Researches property exemptions, use, land improvements, and payment history.
- Receives payments for vehicle transactions and property taxes
- Opens, distributes, and processes mail.
- Communicates with the public by mail, email, or telephone to provide responses to inquiries.
- Balances and reconciles daily all transactions included in separate bills for motor vehicle and property tax.
- Verifies accuracy of daily transaction reports and compiles all transaction documentation for submittal to the Accountant for review.
- Performs other related duties as requested.

### Summary

Under general supervision, performs a variety of general duties related vehicle registration and titles, sales tax and motor transactions, and the collection and recording of Ad Valorem taxes for the County and all taxing entities in Hays County.

**Individuals in this position serve at the pleasure of the current elected official.**

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.**