

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
CENTRAL PERSONNEL

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter is in need of a qualified individual to fill the following position. Applicants may be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE	<u>TAX OFFICE CLERK</u>
JOB REQUIREMENTS:	Heavy data entry/ Type 40 WPM Ability to balance a cash drawer 10 key by touch Good public relations skills Good communication skills HS Diploma/GED Required Some College Preferred Ability to multi-task Microsoft Word experience required Bookkeeping experience helpful, but not mandatory Motor vehicle sales knowledge helpful, but not required
MENTAL ACTIVITY REQUIRED:	Included but not limited to calculate, coordinate, evaluate, inspect, organize, read, sort, compare, problem solve, copy.
PHYSICAL ACTIVITIES REQUIRED:	Including but not limited to standing, walking, lifting sitting, kneeling, and bending.
SALARY:	\$33,000-\$36,000 Annually DOQ

JOB APPLICATIONS CAN BE FOUND AT www.co.potter.tx.us

**APPLICATIONS AND RESUMES MAY BE SUBMITTED TO
POTTER COUNTY HUMAN RESOURCES DEPARTMENT AT**

human-resources@co.potter.tx.us

OR

THEY MAY BE MAILED OR DELIVERED IN PERSON TO

900 S. POLK, SUITE 705, AMARILLO TX 79101

806-349-4831

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

A BACKGROUND INVESTIGATION, INCLUDING REVIEW OF ANY CRIMINAL
HISTORY INFORMATION, MAY BE CONDUCTED AS ALLOWED BY LAW.

POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, AGE
OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES