

Job Opening

The Upshur County Tax Assessor-Collector's office is now accepting applications for a fulltime position as deputy.

Qualifications should include typing (at least 35 wpm), ten-key, bookkeeping skills, (i.e. receiving, posting and balancing daily payments) Applicant should also have good computer skills with experience in a networking type program. The applicant should be able to communicate well with the public and work in a fast paced environment.

The applicant should have at least a high school diploma or equivalent.

Experience in clerical position desired.

Please apply at the Upshur County Tax Office

215 N. Titus

Gilmer, Tx 75644

**Between the hours of 7:30 am and 4:30 pm Monday through Friday
(903) 843-3085**

**The Upshur County Tax Assessor-Collector accepts applications on an on going basis. Applications for this position will be accepted until
December 9, 2016**

Upshur County Tax office is an equal opportunity employer. The office of the Tax-Assessor Collector does not discriminate based on age, race, sex, gender or religion.