

# **Job Opening**

**The Upshur County Tax Assessor-Collector's office is now accepting applications for a 24-hour per week part-time deputy position.**

**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 8:00 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 November 3, 2017.**

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