

# Job Opening

**The Upshur County Tax Assessor-Collector's office is now accepting applications for \*\*\*2 full-time\*\*\* deputy positions.**

**Qualifications should include:**

**Typing (at least 35 wpm), ten-key, bookkeeping skills, (i.e. receiving, posting and balancing daily payments).**

**Experience in a clerical position and good computer skills with experience in a networking type program is desired.**

**Experience in maintaining, making change & balancing a cash box is required.**

**Communicate well with the public and work well in a fast-paced environment, and accept other duties, including some travel, as required or assigned.**

**Applicants should have at least a high school diploma or equivalent, and must be detail oriented. Good math skills are required.**

**Please apply at the Upshur County Tax Office  
215 N. Titus  
Gilmer, Tx 75644  
(903) 843-3085**

**Between the hours of 8:00 am and 4:30 pm  
Monday through Friday**

**Pre-interview clerical testing.**

**The Upshur County Tax Assessor-Collector accepts applications on an on-going basis. Applications for these positions will be accepted until...**

**\*\*\*4:30 PM ON FRIDAY, APRIL 23, 2021\*\*\***

*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.*