

The Upshur County Tax Assessor-Collector's office is now accepting applications for a

****TEMPORARY FULL-TIME POSITION****

This position is fully funded by ARP (American Rescue Plan) grant funds and is set to **terminate on September 30, 2023.**

This position MAY become permanent in the next budget year.

Continued employment beyond this time will be contingent upon the availability of funds, satisfactory job performance and the needs of the department.

Applicants must be proficient use of Ten-Key Calculator (required), Typing (at least 35 wpm), Bookkeeping Skills, (i.e. receiving, posting and balancing daily payments). Experience in maintaining, making change & balancing a cash box is required.

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

Applicants must 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 Monday – Friday, between the hours of 8:00 am and 4:30 pm, at the...

Upshur County Tax Office
215 N. Titus
Gilmer, Tx 75644
(903) 843-3085

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

*****UNTIL POSITION IS FILLED*****

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.