

# Job Opening

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

Must be proficient in Ten-Key Calculator use, Typing (at least 35 wpm), Bookkeeping Skills, (i.e. receiving, posting and balancing daily payments).

Applicants should have at least a high school diploma or equivalent, and must be detail oriented. Clerical experience and computer skills are desired.

Applicants must be able to maintain a cash box, make change & balance daily; communicate well with the public, work well in a fast-paced environment, and accept other duties, including some travel, as required or assigned.

Starting pay is \$30,600 annually (\$1,275/pay period), plus benefits

## **HIGH MATH SKILLS REQUIRED!**

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

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

Between the hours of 8:00 am and 4:30 pm  
Wednesday May 7, 2025 through Tuesday, May 13, 2025  
Or \*\*\*\*UNTIL POSITION IS FILLED\*\*\*\*

**Applicants must score higher than 80 on Pre-Employment  
Clerical Testing to be considered.**

*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.*