



**Madison County
Tax Assessor/Collector**

Karen M. Lane
101 W. Main, Room 102
P. O. Box 417
Madisonville, Texas 77864
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DATE: August 20, 2019

POSITION: SUBSTITUTE - PART TIME
CLERK

HOURS/PAY: APPROXIMATELY 200 PER YEAR between \$8.50
\$9.25 PER HOUR depending on Experience.

QUALIFICATIONS:

High School Diploma or G.E.D equivalent is required.

Need to have the ability to understand state and federal laws as they apply to property taxes and motor vehicle transactions.

Must be skilled in money handling practices, the use of general office equipment, 10 key and computer programs such as excel, word, etc.

Must be able to establish and maintain effective working relationship with coworkers, county employees, and elected/appointed officials and the general public, bilingual a plus.

MUST BE BONDABLE

BENEFITS: NONE

APPLICATIONS can be picked up at:

Madison County Tax Assessor/Collector
101 West Main, Suite 102
Madisonville TX 77864

OR on line at www.co.madison.tx.us