



**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 22, 2025

POSITION: Clerk 1 – Tax Office -Part Time

POSTING: Until filled

STARTING PAY: \$14.00 per hour

HOURS: 10 am – 3 pm

**QUALIFICATIONS:**

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

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

Must be skilled in money handling practices, general office equipment including 10 key and computer programs such as excel, word, etc. Accounting knowledge is a plus. **Must be bondable.**

Must be able to establish and maintain effective working relationships with coworkers, county employees, and elected/appointed officials and the public, bilingual a plus, and the ability to multi-task is essential.

**DUTIES to include but not limited to:**

Answering the phone, processing mail,  
Assisting the General Public and Dealer motor vehicle transactions such as title transfers, renewals, plate exchanges, special plates, disabled applications, etc.

Property tax: payments, installment agreements and general questions.

Any other duties assigned by Tax Assessor/Collector.

APPLY: Madison County Tax Assessor/Collector  
101 West Main, Suite 102  
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