

## Tom Green County Appraisal District Job Listing

### Position: Collections Cashier

**Descriptions:** Position requires experience excepting all types of payments. Applicants should have attention to details. Dependable and punctual, plus ability to work as a team with others.

Previous experience of a Cashier/Banking Teller

May require extended time standing

Collecting payments daily whether cash/ credit card /check

Customer service skills-Greeting customers and resolving issues

Balance all transactions daily

Maintaining a clean work area

All Transactions done on a computer

Open to learn new things in the Tax Office

Work hours are Monday – Friday 8:00 a.m. thru 5:00 p.m.

Graduate of accredited high school or equivalent, some college desirable but not required.

Salary is contingent upon experience and qualifications.

Please submit Application to Tom Green County Appraisal District @ [info@tomgreencad.com](mailto:info@tomgreencad.com)