

LLANO COUNTY JOB OPPORTUNITY

JOB TITLE: Auto/Tax Deputy Clerk P-T **JOB CATEGORY:** Administrative Support

Department: Tax Office **Posting expires:** Open until filled

Location: 100 W. Sandstone, Llano, TX **Background Check:** Required

Hourly: \$17.42 **Benefits:** Retirement with TCDRS

Opening Date: 06/23/2026 **Status:** Non-Exempt

Position Type: Part Time **Hours per week:** 24

Date Posted: 06/23/2026

HOW TO APPLY: WWW.LLANOCOUNTY.GOV, **JOB OPENINGS, APPLICATION FOR EMPLOYMENT**

Email: nlevton@llanocounty.gov

HR Office: 100 W. Sandstone, Suite 100B,
Llano, Texas 78643

JOB DESCRIPTION SUMMARY: **FOR QUESTIONS CONTACT: NATASHA MIKULENKA 325-247-4165**

The Auto/Tax Deputy Clerk P-T will assist in the operations of the auto and tax office. Duties include, but not limited to:

- Communicate with customers, employees and other individuals to answer questions or explain information regarding auto transactions and tax payments.
- Learn and develop required skills to be able to function acceptable with limited supervision and work independently.
- Collect, count and make correct change. Be able to balance cash drawer accurately on a daily basis.
- Process and complete transactions correctly and efficiently with attention to detail.
- Gain knowledge in the tax department to achieve cross training goals and have considerable knowledge in both the auto and tax departments.
- Performs other job-related duties as assigned.

Main Marginal Duties

- Occasionally moves heavy boxes within the office.
- Constantly operates a computer and other machinery, such as calculator, copier fax, printer, etc.

Education, Experience and Skills

- High School Diploma or equivalent
- Valid Texas Driver's license
- Basic math skills

Physical Demands

- Must be able to lift/carry weight up to 25 pounds.
- Remain in seated position for extended periods of time.
- Talk/Hear and correctly communicate information.

Llano County is an Equal Opportunity Employer