

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

DEPARTMENT OF HUMAN RESOURCES

1420 EIDSON ROAD • EAGLE PASS, TEXAS 78852 • (830) 773-5181 FAX (830) 773-0221

VACANCY ANNOUNCEMENT

DATE: April 9, 2008

POSITION: Tax Assessor-Collector

JOB SETTING: District Service Center

EFFECTIVE DATE: 2008-2009 School Year

PREREQUISITES:

- Bachelor's Degree with minimum of 30 hours in Business Administration or related field;
- Have ability to exercise judgment in decision-making;
- Be proficient with computer skills, data base, on-line, and computer systems;
- Be knowledgeable with the Principles of Budgeting and Accounting;
- Have ability to manage, forecast, and adhere to timelines;
- Possess strong analytical, organizational, communication, and interpersonal skills.

PREFERRED:

- Certified as Registered Tax Assessor-Collector (RTA);
- Working on RTA Certification; or,
- Registered with Board of Tax Professional Examiners (BTPE).

SALARY: Pay Grade: 14 Work Days: 238
As per salary schedule.

DEADLINE: April 24, 2008 or until position is filled.

INTERVIEWS: TBA

APPLY TO: Eagle Pass Independent School District
Department of Human Resources
1420 Eidson Road
Eagle Pass, Texas 78852
830/773-5181

PLEASE NOTE: As appropriate, persons interested in this position must submit an APPLICATION, RESUME, TRANSCRIPTS, and PROPER CERTIFICATION to the Department of Human Resources by the deadline date.