The Gray County Commissioners Court will be accepting applications for the appointment of the un-expired term of the Gray County Tax Assessor and Collector. The elected position will be temporarily filled, by the Gray County Commissioners Court, until the next election cycle in 2024. The County Tax Assessor-Collector assess and collects taxes on property in Gray County for the County and for other taxing entities in the area.

The primary job responsibilities include but are not limited to:

1. Calculate Property Tax Rates for the County
2. Collects Property Taxes for the County
3. Collects Property Taxes for Cities, Schools, and other Local Taxing Entities
4. Processes Motor Vehicle Title Transfers
5. Issues Motor Vehicle Registrations and Licenses
6. Process Boat Registrations
7. Collects various other fees for the State of Texas and Gray County

The County Tax Assessor-Collector must meet the following qualifications at the time of appointment or election:

- U.S. Citizen
- Resident of Texas for at least 12 consecutive months
- Resident of the county for at least six consecutive months
- Registered to vote in the county
- At least 18 years of age
- Not have been finally convicted of a felony from which they have not been pardoned or otherwise released from the resulting disabilities
- Not have been determined by a court with probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote

The applicant should be highly organized, able to perform and achieve multiple tasks, and manage employees in a high stress environment, that interacts with the general public and elected officials on a daily basis.

Resumes will be accepted until March 30th at 4:00 pm in the Gray County Judge's Office at:

205 N. Russell
Suite 205
Pampa, Texas

Please provide 5 resume copies that describes relevant work experience, references, job history, current address, and available start date. Failure to follow instructions may result in ineligibility for consideration.