



Revenue Assessing Supervisor

CURRENT EMPLOYEES ONLY

Must submit an online application at houstoncountyal.gov/jobs by the closing date listed below.

Closing Date: August 8, 2024

Summary

Supervises and assists approximately three to five Revenue Clerks with entering and updating assessment information for real property, calculating taxes and assisting customers with homestead exemption claims. Work involves performing secretarial duties such as data entry, filing and telephone skills. Trains new clerks assigned to the Assessing Department. Provides annual performance evaluations for Revenue Clerks under supervision. Responsible for voiding tax bills when necessary and for creating supplemental tax bills.

Minimum Qualifications

High School diploma or G.E.D. certificate plus five years of experience working in a public office engaged in assessing and collecting property taxes, or an equivalent combination of education and experience in a similar environment. Must have some progressive supervisory experience.

SALARY RANGE

GRADE 17: \$17.87-\$27.03