

Job Title: Carson County Tax Assessor-Collector

Location: Carson County Courthouse, Panhandle, TX

Department: Tax Assessor-Collector's Office

Reports To: Carson County Voters / County Commissioners Court

Status: Elected Official (Four-Year Term)

Job Summary:

The **Carson County Tax Assessor-Collector** is responsible for administering and managing the collection of property taxes, motor vehicle registrations, and other county fees in accordance with Texas state law. This position ensures the accurate assessment, collection, and disbursement of local taxes to support county operations, school districts, and other taxing entities within Carson County.

Key Responsibilities:

- **Property Tax Collection:**
 - Collect and process ad valorem (property) taxes for Carson County and all contracted taxing jurisdictions (cities, schools, special districts).
 - Enforce collection of delinquent taxes, including initiating penalties, interest, and tax sale proceedings as necessary.
 - Maintain accurate tax rolls and coordinate with Carson County Appraisal District.
- **Vehicle Registration & Title Services:**
 - Collect and remit appropriate sales tax in compliance with guidance issued by the Texas Comptroller of Public Accounts.
 - Ensure compliance with TxDMV policies and updates.

- **Office & Financial Administration:**
 - Manage all accounting and financial records related to tax collection and motor vehicle transactions.
 - Prepare and submit reports to the County Commissioners Court, State Comptroller, and other relevant agencies.
 - Distribute collected revenues to all taxing jurisdictions accurately and on time.
 - **Public Service & Leadership:**
 - Supervise Tax Office staff and oversee day-to-day office operations.
 - Provide professional customer service to Carson County residents regarding tax inquiries, exemptions, and payment options.
 - Represent the Tax Office at public meetings and community events when needed.
 - **Legal & Regulatory Compliance:**
 - Stay current with the Texas Property Tax Code, motor vehicle laws, and applicable state and local ordinances.
 - Ensure all practices comply with audit standards and county policies.
-

Qualifications:

- Must be a qualified voter and resident of Carson County, Texas.
 - Must meet eligibility requirements to be elected as a County Tax Assessor-Collector under Texas law.
 - Experience in accounting, tax collection, or public administration preferred.
 - Strong organizational, communication, and leadership skills.
 - Must be bondable as required by the Texas Constitution.
-

Work Conditions:

- Standard office setting located at the Carson County Courthouse.
- Full-time role with occasional extended hours during peak tax seasons.
- Public-facing with frequent interactions with Carson County residents and businesses.