



Wood County Tax Office

Angela Luman

Tax Assessor-Collector

Mailing: PO Box 1919

Physical: 220 S Stephens

Quitman, TX 75783

Phone: 903-763-2261 Fax: 903-763-5753

www.woodcountytax.com

JOB POSTING

WOOD COUNTY, TEXAS

Applications accepted March 9, 2026 through March 13, 2026

DEPARTMENT: WOOD COUNTY TAX OFFICE

JOB TITLE: PROPERTY - DEPUTY TAX COLLECTOR

SALARY: \$21.91

GENERAL DESCRIPTION:

Assist the Tax Collector in all aspects of the Wood Co. Tax Office and other deputies with their duties as required or assigned.

Be able to deal with customers, both in person and on the telephone in a courteous and professional manner.

MINIMUM REQUIRMENTS:

High School Diploma-or GED equivalent

Mathematical Skills- required

Knowledge of Office functions and responsibilities

Three years of office experience and working with the public

Be able to lift 25 lbs

Typing skills

Computer knowledge-Microsoft Outlook/Word/WordPad

Must be proficient in 10-key

Must be able to work under deadlines and in a fast-paced working environment

MUST be courteous and friendly with customers and co-workers

Valid Driver's License

HOW TO APPLY:

Complete and submit a Wood County Application to the Human Resources Office.

Wood County Employment Application is required to be completed - you may attached a resume with it.

Not all applicants will be interviewed.

