



Burleson County Job Opening

Seasonal Part-Time Clerk

Tax Assessor-Collector's Office

Burleson County is accepting applications for a **Seasonal Part-Time Clerk** in the Tax Assessor-Collector's Office.

Minimum Qualifications

- High school diploma or GED
- Basic computer skills and the ability to learn office software
- Dependable attendance
- Strong customer service and communication skills
- Ability to work independently under the direction of a supervisor
- Ability to pass a criminal background check
- No outstanding taxes owed to Burleson County

Applications are available from the Burleson County Treasurer's Office or on the county's [Employment webpage](#).

Submit completed applications to:
Burleson County Treasurer's Office
100 W. Buck Street, 4th Floor
Caldwell, Texas 77836
Email: ssmith@burlesoncounty.org

Posting Date: July 21, 2026
Closing Date: Open until filled

Burleson County is an equal opportunity employer.