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## **Now Hiring: Customer Service Representative**

### **Sarasota County Tax Collector's Office – Sarasota County, Florida**

The Office of the Sarasota County Tax Collector is looking for enthusiastic, kind and professional individuals to join our team serving the people of Sarasota County through the issuance of motor vehicle titles & registrations, driver's license & ID cards, tax collection, and other duties as assigned by Florida law. Extensive training will be provided.

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### **Key Responsibilities** (\*Essential Job Functions)

- Process work and respond to inquiries related to new applications, renewals and transfers of motor vehicle and vessel registrations and titles\*
  - Process work and respond to inquiries related to driver's licenses and ID cards, property taxes, attorney tax, hunting and fishing licenses, Florida birth certificates, and concealed weapons permits\*
  - Process current and delinquent tax payments
  - Administer written and vision examinations for driver license applicants
  - Interpret rules, regulations, statutes, and policies of the departments and agencies governing the transactions being completed\*
  - Knowledge of Tax Collector policies, procedures, and documentation
  - Willingness to learn and stay updated on published procedures and regulations governing the offices
  - Enter data correctly and consistently into computer systems
  - Ensure that required forms, documents, signatures, etc. are present prior to completing the transaction
  - Physically verify vehicle identification numbers and odometer readings for vehicles parked in the parking lot
  - May administer driving tests
  - Balance cash drawer and related reports
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### **Skills**

- Provide excellent customer service to the public
- Knowledge of customer service practices
- Ability to work effectively with others

- Ability to work independently
- Oral and written communication skills
- Excellent attention to detail
- Skilled in examining documents for accuracy, cashiering and handling money
- Ability to use a computer, keyboard and general office software and equipment with speed and accuracy
- Ability to perform accurate computations and verification of data
- Ability to evaluate customer information to determine course of action
- Operate normal and specialized office equipment

### **Qualifications**

- Possession of a valid Florida Driver License (Class E or higher)
  - High school diploma or GED
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### **Location & Work Environment**

- In person, Monday to Friday
  - Fast-paced customer focused environment
  - Work is generally performed in an indoor office environment. When administering driving tests, work is performed outside with potential for exposure to weather and environmental conditions.
  - Work is typically sedentary but requires standing or walking up to 50% of the time
  - Some tasks may involve reaching, bending or lifting (up to 20 lbs.)
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### **Salary & Benefits**

- Hourly: \$21.50, FLSA Status: Non-Exempt, Subject to Overtime  
Job Type: Full-time
  - Annual and sick leave
  - Paid holidays
  - Retirement plan options
  - Insurance coverage including health, dental, and other supplemental insurance options
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**How to Apply**

Submit resume and cover letter to [Employment@SarasotaTaxCollector.gov](mailto:Employment@SarasotaTaxCollector.gov)

Applicants will be accepted until Monday, July 14, 2025 at noon, ET. The successful candidate will be required to complete a background and reference screening.

Please notify our office if you need reasonable accommodation to participate in the employment process.

EOE. This organization participates in E-Verify.