

CASS COUNTY APPRAISAL DISTRICT

EXEMPTION & ARB CLERK

JOB DESCRIPTION

This position is responsible for applying all exemptions and special use appraisals, processing ARB, and appointment of agent. Daily administrative duties, data entry, filing, answering telephone, assisting property owners. Data collection, data entry and correspond with taxpayers regarding questions they may have regarding exemptions. Must be able to work in a fast paced, deadline-oriented environment. Ideal candidate should be self-motivated. This individual performs other duties as assigned by the Chief Appraiser.

Skilled in following/comprehending verbal and written instructions, communication, and accurate record keeping.

Ability to maintain high ethical standards, work independently, keep information confidential, work under pressure, and organize.

The ability to operate computer systems, office machines (adding machines, copiers, faxes, etc.). The ability to perform mathematical calculations and work effectively with employees and the public.

EDUCATION AND EXPERIENCE REQUIREMENTS

Graduate of accredited High School or equivalent; some college or degree preferred.

Applicant must have strong computer and math skills with the ability to multitask in an organized manner. Reliable transportation.

Good verbal and written communication with professionalism and courtesy.

Experience: Some clerical experience

Benefits include paid medical, dental and vision insurance, paid vacation, paid sick leave and several paid holidays. The district participates in TCDRS (Texas County & District Retirement System). The salary is commensurate with education and experience.

Applicant may submit their resume to the Chief Appraiser at:

Cass County Appraisal District

502 N. Main St.

Linden, Texas 75563

Or by email: info@casscad.org

Resumes accepted until position filled. Equal Opportunity Employer.