



Walker County Appraisal District

Open Position – PART TIME

Position: Appraisal Support
Posting Date: 12/2/2021

Department: Appraisal
Closing Date: Open until position is filled

Job Summary: Assist in the operation of smooth and efficient appraisal processes while offering professional and courteous service to all customers/ taxpayers. As with all positions within Walker CAD, the highest level of professionalism and customer service is required.

Essential Duties: Provide a wide range of clerical support to appraisers, both in-office thru extensive data entry as well as during property inspections. Position requires business use of personal vehicle. A valid Texas driver's license with proof of liability insurance is required.

Physical Demands: Fieldwork requires outdoor property inspection on varied terrain and temperatures. Extensive data entry requires prolonged periods of sitting and PC/keyboard utilization. Periodic filing may require bending and/or kneeling.

Environmental Factors: Continuous direct contact with the public. Work indoors and outdoors (cold, hot &/or inclement weather is sometimes unavoidable). Entire Walker CAD property is a non-smoking workplace.

Qualifications:

Education: High school diploma (or equivalent) is required.

Experience: Minimum of one (1) year in an office environment preferred. Clerical skills including an operational knowledge of typical office equipment and software, basic understanding of common office practices, and basic understanding/ability to operate common technology.

Skill/Abilities: Self-motivated, detail oriented, strong communication skills, positive public relations, ability to learn new software quickly, and the ability to multi-task effectively.

Preferences: Seeking a professional minded, outgoing, friendly, individual to be a point of contact for a fast-paced office. Able to communicate effectively and courteously to coworkers and the public alike. The ability to take direction, learn new software quickly, and multi-task effectively while maintaining a courteous outlook is critical. Knowledge of Microsoft Office Suite is preferred. Knowledge of PACS CAMA software is a plus.

Salary:

\$14 Hour + Vehicle - Walker CAD is an Equal Opportunity Employer.

Submit application / resume to:

Walker CAD
1819 Sycamore Ave
Huntsville, TX 77340
or via e-mail to: info@walkercad.org