



Walker County Appraisal District

Open Position – Full Time

Position: Appraisal Support
Posting Date: 01-25-2023

Department: Appraisal
Closing Date: Open until position is filled

Job Summary: Provide clerical assistance in the 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. Provides assistance in all clerical appraisal matters to the public. Must be able to cross-train to assist other departments during seasonal busy times.

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). The 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, a basic understanding of common office practices, and a 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:

Walker CAD offers a competitive salary and generous benefits package. Starting salary for the selected applicant will be commensurate with qualifications. Walker CAD is an Equal Opportunity Employer.

Submit application/resume to:

Walker CAD
PO Box 1798
Huntsville, TX 77342
or via e-mail to: info@walkercad.org