



Real Central Appraisal District

PO Box 158 Leakey, Texas 78873 **Phone:** (830) 232-6248 **Fax:** (830) 232-4168

Chief Appraiser Juan Saucedo RPA, CCA, CTA

Job Posting: Office Clerk & Collections Cashier

ESSENTIAL JOB FUNCTIONS:

Works in the office Monday – Friday 8:00 am to 5:00 pm, assisting customers in person, by phone and by email. • Responds to requests for information • Processes exemptions and performs data entry • Update mailing addresses • Print maps and scans paper documents • Maintains alpha and numeric files • Receptionist duties as required • Must meet minimum requirements for accuracy and productivity • Must effectively execute duties in high stress situations while serving the public • Must recognize when information is confidential and safeguard confidential information • Operate common office equipment • Perform other duties as required • Answer questions from taxpayers by phone and/or in-person in an efficient manner.

MUST BE ABLE TO WORK IN THE OFFICE MONDAY THROUGH FRIDAY 8:00 AM TO 5:00 PM. WITH OVERTIME AS NEEDED.

QUALIFICATION REQUIREMENTS:

Education: College Associates Degree

EXPERIENCE: Minimum 2 years of experience providing Customer Service in a stressful environment; both in person and on the phone. Must have 2 years of data entry experience in an office environment.

KNOWLEDGE & ABILITIES: • Excellent written and oral communication skills • Proficient in practical mathematics and grammar • Accurate Data Entry skills • Knowledge of Microsoft Word and Excel desirable • Must be authorized to work in the U.S. • Must have a stable job history • Spanish Bilingual a plus.

ESSENTIAL PHYSICAL DEMANDS: Must be able to sit or stand for extended periods of time with the ability to reach, bend, and lift up-to 30 pounds in the office. Must use hands for data entry much of the work day and be able to see and read fine print. Must be able to hear and speak both in person and by phone and communicate effectively.

ENVIRONMENT FACTORS: Indoor activity with constant exposure to video display computer terminal. Subject to interruptions and distractions. Requires the ability to, assess information, ask questions, make decisions, and execute assignments. Must be able to meet productivity and accuracy standards.

Must be a Texas resident, and have a valid Texas driver's license, if selected must agree to and pass a criminal background check and a drug test.

How to Apply / Contact

Applications can be found at realcad.org website. Please attach resumes with application by mail or email:

Attn: Human Resources
P.O. Box 158
Leakey, TX 78873
info@realcad.org

Real Central Appraisal District is an Equal Opportunity Employer.

Real Central Appraisal District – 763 South US HWY- PO Box 158- Leakey, Texas, 788073
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