



Collin Central Appraisal District

SEASONAL TEMPORARY SUPPORT OPENING

Collin Central Appraisal District is seeking a qualified candidate for seasonal temporary clerical support to assist in the property tax and appeals process.

Position Title: Seasonal Temporary ARB & Agent Services Staff

Department: ARB & Agent Services

Classification: Non-exempt; Temporary (Seasonal)

Position Description:

Seasonal Temporary Staff are responsible for helping in all assigned daily activities related to the District's Appraisal Review Board ("ARB") protest hearing season and the department's role in the appraisal process. The position includes a variety of responsibilities including clerical and general office work.

Duties/Responsibilities:

- Prepare, maintain, and process District mail, ARB protests and agent documents.
- Accurately, timely and courteously complete assigned duties such as, but not limited to, data entry, scanning, editing queries or spreadsheets and filing.
- Attend ARB protest hearings and actively listen while documenting the events of the hearing.
- Assertiveness, positive & professional attitude, and the ability to interact with the general public, ARB members, agents, and internal departments.

Physical Requirements:

- Sedentary work that involves sitting for long periods of time OR standing for long periods of time.
- Occasionally, bending, kneeling, carrying or pushing.
- Must be able to lift up to 15 lbs.
- Professional dress attire is required. Jeans, sneakers, t-shirts, and athletic wear are not allowed. Piercings are limited to three per ear and one nostril stud (up to 18 gauge). Visible tattoos must be no larger than 2 inches by 2 inches. Tattoos on the face, hands, or any designs featuring images or words related to illegal activities, hate speech, violence, or offensive language are prohibited. Hair color should be within natural tones; non-natural colors are not permitted.

Education and Experience:

- High School diploma or GED, unless currently enrolled.
- General office and strong data entry preferred.

Required Skills and Abilities:

- Experience with the use of a personal computer.
- Knowledge of Windows, Excel, Word, Outlook, Adobe Acrobat, and Internet Explorer.
- Successful completion of employment skills testing.
- Self-motivated with ability to prioritize and switch between tasks.
- Strong organizational skills.
- Effective communication skills in person, over the phone, and in writing.
- Excellent attention to detail and accuracy in data entry combined with strong listening skills.



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Work Schedule and Time Range:

Mon-Fri, 7:30am-5:30pm, with mandatory overtime, including evenings and Saturday, as required. Seasonal assignment is 4/15/25 — 7/11/25. Punctuality and attendance are CRITICAL. This assignment has a firm end date. Candidates must commit availability for the referenced assignment dates.

Compensation:

\$22.00 per hour

All temporary employees will be interviewed and tested by Quality Personnel Services ("QPS"). If the candidate is deemed a good match for CCAD's temporary support position, QPS will hire the individual and place them at CCAD. All temps will be hired through QPS and will not be employees of Collin Central Appraisal District.

Individuals will not be hired if they test positive for using nicotine & cannabinoid products or their derivatives. Applicants must also pass a background check.

Please submit resumes to Quality Personnel Services, 307 S McDonald St., Suite 500, McKinney, Texas 75069 or qpinfo@qpjobs.com. Include "Temp ARB & Agent Services Staff" in the subject line.

Quality Personnel Services is an Equal Opportunity Employer.