



Collin Central Appraisal District

ARB & AGENT SERVICES STAFF OPENING

The position of ARB & Agent Services Staff is responsible for providing assistance regarding all aspects of appraisal district functions and the property tax system to the general public, ARB members, agents, taxing entities and staff within the District. This position involves responsibilities including clerical and general office work, as well as preparing, maintaining, and processing, ARB, arbitration and agent documents.

Duties/Responsibilities:

- *Accurately, timely and in a courteous and professional manner, complete assigned duties such as, but not limited to, data entry, scanning, editing queries/spreadsheets, and filing.*
- *Provide support and information via telephone, email, or in person.*
- *Maintain a positive and professional attitude.*

Required Skills and Abilities:

- *Excellent verbal and written communication skills.*
- *Ability to multitask.*
- *Experience with the use of a personal computer and working knowledge of office equipment.*
- *Knowledge of Windows operating system, Excel, Word, Outlook, Adobe Acrobat, and Internet Explorer.*

Education and Experience:

- *High School diploma or GED.*
- *1+ years general office experience.*
- *Strong data entry experience preferred.*

Physical Requirements:

- *Prolonged periods sitting at a desk working on a computer.*
- *May need to stand for long periods of time.*
- *Occasional bending, kneeling, carrying, or pushing.*
- *Must be able to lift up to 30 lbs.*

Work Schedule and Time Range:

Monday-Friday 8am-5pm, with occasional evenings or weekends required to meet deadlines.

Compensation & Benefits:

This position is classified as non-exempt and is an hourly position. Collin CAD offers a competitive benefit package which includes employee medical, dental, vision, prescription benefits, as well as life insurance, retirement planning, paid vacation time and paid sick leave. Compensation begins at \$22.50 per hour.

Collin CAD does not hire individuals that test positive for nicotine & cannabinoid products or derivatives. Applicants must pass a background check, pre-employment physical, and drug and nicotine testing.

Resumes will be accepted until filled. Candidates should detail their work experience, computer knowledge, communication skills, and formal education. You can apply at <https://www.collincad.org/careers> or you may submit a cover letter and resume by email to jobs@cadcollin.org with "ARB & Agent Services Staff" in the subject.

Collin Central Appraisal District is an Equal Opportunity Employer.