



Collin Central Appraisal District

APPRAISAL SUPPORT ASSOCIATE OPENING

Collin Central Appraisal District (Collin CAD) is seeking a qualified candidate for a clerical position in the Appraisal Support Department. Appraisal Support Staff provide assistance to internal departments in relation to all aspects of appraisal district functions and the property tax system. Appraisal Support Staff interact with the public, ARB members, agents, taxing entities, and all internal departments of the District providing a high level of customer support. This position requires spatial reasoning and the ability to accurately and timely complete residential and commercial plan sketching. Work is subject to automatic and periodic verification, as well as review for conformity with regulations and policies.

Duties/Responsibilities:

- Accurately and timely complete permit processing and residential and commercial plan sketching.
- Perform high-volume data entry.
- Perform advanced-level clerical work using a variety of skills, methods, and procedures.
- Use of Microsoft Excel queries.
- Identify and correct data entry errors.
- Maintain a satisfactory level of quality and productivity per department standards.
- Complete additional assigned tasks and projects as required.

Required Skills and Abilities:

- Spatial reasoning.
- Good computer skills and working knowledge of Microsoft Excel.
- Strong data entry skills.
- Excellent organizational skills and attention to detail.
- Ability to follow verbal and written instructions.
- Strong analytical and problem-solving skills.
- Able to work independently with minimal guidance and as part of a team.
- Strong interpersonal and communication skills.
- Good command of English, both oral and written, and customer service skills.

Education and Experience:

- High School diploma or GED.
- 3+ years general office experience including data entry.

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 15 lbs.

Work Schedule:

- Monday-Friday 8 a.m.-5 p.m. with occasional evenings or weekends required to meet deadlines.

Compensation & Benefits:

- This position is classified as non-exempt and is an hourly position. Compensation is \$21.50 per hour.
- 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.

Details:

Collin CAD does not hire individuals that test positive for nicotine & cannabinoid products or their derivatives. Applicants must pass a background check, 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 Appraisal Support Associate in the subject.

Collin Central Appraisal District is an Equal Opportunity Employer (EOE).