



Collin Central Appraisal District

LITIGATION SUPPORT ASSOCIATE OPENING

Collin Central Appraisal District (Collin CAD) is seeking a qualified candidate for the position of Litigation Support Associate. The Litigation Support Associate is responsible for providing assistance in relation to all aspects of appraisal district functions and the property tax system, pertaining to litigation.

Duties/Responsibilities:

- Clerical and general office work such as data entry, data retrieval, scanning, editing queries, spreadsheets and filing.
- Prepare, research, maintain and process lawsuits within litigation database and CAMA software.
- Attend scheduled settlement conferences and mediations and effectively document pertinent information.

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.

Education and Experience:

- High School Diploma or GED.
- General office experience and strong abilities in data entry preferred.
- Experience with the use of a personal computer with Windows operating system, Excel, Word and Outlook, Adobe Acrobat and Internet Explorer.

Required Skills and Abilities:

- Excellent research and analytical skills.
- Strong organizational and documentation abilities.
- Effectively communicates both verbally and in writing either in person, by telephone or email.
- Experience with the use of a personal computer, and knowledge of MS Windows operation system, Excel, Word, Outlook, Adobe Acrobat, and Internet Explorer.

Work Schedule:

- M-F 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. Starting pay is contingent upon experience and qualifications.
- 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.

Collin CAD does not hire individuals that test positive for nicotine & cannabinoid products or their 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 Litigation Support Associate in the subject.

Collin Central Appraisal District is an Equal Opportunity Employer.