

# Travis Central Appraisal District

<https://traviscad.org/job/exemptionsspecialist>

## Exemptions Audit Specialist

### Position Summary

Under the direct supervisor of the Exemptions Team Lead, the Exemption Audit Specialist is responsible for reviewing and auditing the work performed by the Exemption Clerks to ensure that all homestead and other property exemptions are processed accurately and in compliance with Chapter 11 of the Texas Property Tax Code. The Exemption Audit Specialist plays a critical role in maintaining the integrity of the exemption process, identifying discrepancies, and recommending corrective actions when necessary.

### Essential Duties

- Processing exemption requests (excluding Freeport) authorized under Chapter 11 of the Texas Property Tax Code.
- Conduct audits of exemption applications processed by Exemption Clerks to verify accuracy.
- Review exemption applications, supporting documents, and related records to ensure all exemptions are accurately applied and documented.
- Identify and document any errors or inconsistencies in the processing of exemptions and report findings to management.
- Provide recommendations for improving exemption processes, workflows, and documentation practices to increase accuracy and efficiency.
- Prepare detailed reports summarizing audit findings, including any recommended adjustments, corrections, or actions required to resolve issues.
- Monitor the district's compliance with exemption-related regulations and deadlines, ensuring all exemptions are reviewed and audited as required.
- Adhere to assigned deadlines and complete tasks accordingly.
- All other duties as assigned.
- All duties are performed independently and require self-motivation and a professional attitude in the work environment. The exemptions audit specialist must be able to do business with the public in sometimes difficult and adversary situations.

### Requirements/Additional Responsibilities

- Must be authorized to work in the US.
- Continuing education — Stay current on exemption processing and apply new knowledge in the work environment.

### Minimum Education and/or Experience

Minimum of two (2) years of exemption processing experience, two (2) years of customer service experience, both in-person and by phone. Experience in sales, leasing, property management, or building development a plus.

### Knowledge, Skills, and Abilities

- Extensive knowledge of the Texas Property Tax Code
- Knowledge of Microsoft Office, proficient in Word, Outlook, and Excel • Ability to communicate effectively orally and in writing.
- Ability to work independently and collaborate with your team to solve complex issues

### Date

January 2025

### Hiring organization

Travis Central Appraisal District

### Job No.

2025-132200

### Employment Type

Full-time

### Status

Non-Exempt, Pay Grade 4

### Department

Customer Service

### Reports To

Exemptions Team Lead

### Job Location

Austin, TX

### Apply

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- Ability to assess information, ask questions, make decisions, manage time effectively, and execute assignments

**Physical Requirements**

Must be able to sit or stand for extended periods, walk on all terrain, climb, drive a vehicle, bend, kneel, and reach and twist the upper body. Must use hands for data entry much of the workday. Must be able to hear and speak both in person and by phone. Must be able to see and read fine print and lift 25 pounds. This position is subject to stress caused by a changing public environment, organizational diversity, heavy workload, and mandatory deadlines. Moderate stress levels are consistent with occasional significant stress.

**Work Environment**

An indoor and outdoor setting in all types of weather conditions. Frequent exposure to computer monitors and interfacing with the public. This position is not subject to significant occupational or environmental hazards.

**DISCLAIMER**

This job description is not an employment agreement, contract agreement, or contract. Management has the exclusive right to alter this job description at any time without notice. This job description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

The Travis Central Appraisal District is an equal opportunity/affirmative action employer. The Travis Central Appraisal District does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, military service, AIDS or HIV status, ancestry, national or ethnic origin and any other characteristic protected bylaw.

Resumes are welcome, but applicant must submit a completed employment application before an interview will be granted. Employment is contingent upon a post-offer criminal background check.