



TRAVIS CENTRAL APPRAISAL DISTRICT

HUMAN RESOURCES DIVISION

JOB DESCRIPTION

DATE	June 2022	JOB TITLE	Appraisal Support Clerk
DEPARTMENT	Appraisal Support	STATUS	Non-Exempt
REPORTS TO	Appraisal Support Team Lead	SALARY	Grade 2
JOB#	2022132600		

ESSENTIAL JOB FUNCTIONS:

Works in the office Monday – Friday 7:45 am to 4:45 pm, entering all data related to estimated market values, manually and through data entry.

- Identifies and updates all City and County building permits; draw building plans in software.
- Update sales information.
- Performs computer graphic updates.
- May work with Appraisal Review Board (ARB) during appeals season, data entry or ARB Receptionist.
- Update information, new account set up, close-out of old accounts and data entry on Business Personal Property accounts.
- Process solar exemption applications.
- Review online and process deed records and other various recorded instruments conveying property ownership.
- Performs a variety of clerical tasks assigned, such as filing, scanning documents, typing forms and letters, researching addresses, opening, sorting and distributing mail, and making copies.
- Will have contact with the public by phone and/or in person.
- Must have the ability to deal with high stress situations while serving the public.
- Maintains alpha and numeric files.
- Operates common office equipment.
- Performs data entry functions to properly maintain files and updates to the appraisal roll.
- Must meet minimum requirements for accuracy and productivity.
- Performs other duties as assigned.

MUST BE ABLE TO WORK IN THE OFFICE MONDAY THROUGH FRIDAY 7:45 AM TO 4:45 PM. WITH OVERTIME AS NEEDED.

QUALIFICATION REQUIREMENTS:

Education: High school graduate or equivalent

Experience: Minimum 3 years of clerical and data entry. Must have experience in providing customer service both in person and on the phone in a stressful environment

KNOWLEDGE & ABILITIES:

- Proficient in Mathematics, grammar and basic clerical skills
- Working Knowledge of Microsoft Office
- Proficiency with Excel preferred
- Must have accurate Data Entry skills equivalent to 45 wpm typing
- Ten Key by touch is preferred
- Must be authorized to work in the U.S.
- Must have a stable job history
- Spanish Bilingual a plus

ESSENTIAL PHYSICAL DEMANDS: Must be able to sit or stand for extended periods of time with the ability to reach, bend, and lift up-to 25 pounds in the office. Must use hands for data entry much of the work day and be able to see and read fine print. Must be able to hear and speak both in person and by phone and communicate effectively. Must be able to see and read fine print

ENVIRONMENT FACTORS: Indoor activity with constant exposure to video display computer terminal. Subject to interruptions and distractions. Requires the ability to, assess information, ask questions, make decisions, and execute assignments. Must be able to meet productivity and accuracy standards.

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 by law.

Resumes are welcome, but applicant must submit a completed employment application before an interview will be granted.