

## Department Tech

### Job Summary:

To provide document preparation, research assistance, data collection and analyses, and make database changes for all departments as necessary. This position reports to the Data Systems Manager.

### Primary Duties and Responsibilities:

- Assist Chief Appraiser, Director of Operations and Director of Appraisal as necessary.
- Assist with processing of all documents relating to property tax appeals, including but not limited to scheduling, preparation and sending of Appraisal Review Board correspondence and final orders and/or assists in the Appraisal Review Board hearings as necessary.
- Assist appraisers with various reports, updating and maintaining field plats, data entry of permit and sales data, printing and scanning property field cards.
- Required to register with the Texas Department of Licensing and Regulation (TDLR) and attend classes working towards a Registered Professional Appraisal designation. Continued employment contingent upon completion of all required courses within TDLR required time frame.
- Use of property conveyance websites and legal documents to make ownership corrections and changes on appraisal records.
- Enter address changes to property accounts in appraisal database.
- Assists with answering main office telephone and routing calls to the proper staff.
- Assists with processing homestead and other exemption applications.
- Assists with inquiries regarding information on the appraisal database.

### Required Knowledge, Skills and Abilities:

- Ability to read and have a basic understanding of legal documents.
- Must possess strong analytical and computer skills (i.e. Excel, Word, Access, GIS, Zoom).
- Must have experience in researching databases for specific information.
- Must possess excellent written and oral communication and customer service skills.
- Ability to sit for extended periods of time, entering data into computer.
- Ability to occasionally lift or carry 30 pounds.

### Education and Work Experience

- Associate or Bachelors' degree preferred.
- High School diploma or equivalent required.
- 2 years office experience preferred.

### Benefits

Salary based on experience and qualifications. Benefits include health insurance provided by the CAD, Hays County Holidays, sick and vacation leave, retirement plan contribution matched 2:1 by the CAD.

**Resumes will be accepted until the position is filled. Final candidate must pass a background check and complete entrance exam.**

**Please send resume and completed application to [klockett@hayscad.com](mailto:klockett@hayscad.com).**