**TAXPAYER ASSISTANT**

**Job Summary:**

Assists the public with information regarding property tax exemptions and property accounts. This position reports to the Exemptions Supervisor.

**Primary Duties and Responsibilities:**

* Answers the telephone and routes calls to the proper staff.
* Assists the public with information on appraisal database.
* Research homestead, over 65, disabled veterans and other exemption applications.
* Correspond with the public by email or phone when necessary.
* Attend and complete property tax system and other related or required classes.
* Other clerical duties as assigned by the Exemptions Supervisor.

**Required Knowledge, Skills and Abilities:**

* Must possess excellent written and oral communication and customer service skills.
* Must possess strong analytical and computer skills (Excel, Word, Teams, Access, GIS, Zoom).
* Must have experience in researching databases for specific information.
* Ability to sit for extended periods of time, searching for and entering data into computer.

**Education and Work Experience:**

* High School Diploma or equivalent required.
* Minimum two years office experience preferred.
* Bilingual 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.

**Final candidate must pass a background check and complete entrance exam.**

Resumes will be accepted until the position is filled. Please see our website at [www.hayscad.com](http://www.hayscad.com) for application and other appraisal district information. Please send resume and completed application to [mdeleon@hayscad.com](mailto:mdeleon@hayscad.com) **by** **November 10, 2022.**