

JOB OPPORTUNITY ANNOUNCEMENT

POSITION TITLE: **Customer Service Clerk** (Non-Exempt)
SALARY: Commensurate with Experience and Qualifications
CLOSING DATE: Open Until Filled

The Bandera Central Appraisal District (an Equal Opportunity Employer) is seeking a Customer Service Clerk to perform a variety of entry-level tasks under the direct supervision of the Exemptions/Customer Service Manager and Chief Appraiser.

JOB DUTIES AND RESPONSIBILITIES

- Communicate with property owners in person and over the phone in a polite and tactful manner
- Respond to general questions or forward them to the correct department
- File, Data Entry, and Copy/Scan Documents
- Assist other departments with data entry and other clerical duties as needed
- Learn the general roles and purpose of the appraisal district to accurately answer property owner questions
- Read and comprehend the Texas Property Tax Code and Laws as applicable
- Any other duties as assigned by the direct supervisor or Chief Appraiser

QUALIFICATIONS

- High School Diploma or possess a GED
- Be familiar with and have working knowledge of basic office equipment, computers, and computer software
- A friendly and professional demeanor
- Great communication skills and experience working in a 'team' environment

Essential Physical Demands: Requires sitting, bending, kneeling, extending/twisting of the upper body. Must be able to hear and speak both in person and by phone. Must be able to see and read fine print. The position requires considerable concentration, ability to manage

Please submit a resume along with an application to:

Bandera Central Appraisal District

Attn: Maria Garcia

P.O. Box 1119

Bandera, TX 78003

info@bancad.org

Phone: (830) 796-3039

time effectively and work without supervision. It is subject to stress caused by a changing public environment, diversity in the organization, heavy workload, high call volume, and mandatory deadlines. Requires the ability to assess information, ask questions, make decisions, and execute assignments.

Interested persons must complete the Bandera Central Appraisal District application, which is located on our website, www.bancad.org/employment, or one may be picked up at our office, located at 1206 Main St., Bandera, TX 78003.

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