



# Walker County Appraisal District

## Open Position

Position: Appraisal Support

Department: Appraisal

Report To: Appraisal Director

TDLR Registration: Not Required

Posting Date: 7/28/2021

Closing Date: Until Position is filled

**Job Summary:** Assist in the operation of smooth and efficient appraisal processes while offering professional and courteous service to all customers/ taxpayers. As with all positions within Walker CAD, the highest level of professionalism and customer service is required.

**Essential Duties:** Provide wide range of clerical support to appraisers, both in-office thru extensive data entry as well as during property inspections. Provide assistance in all clerical appraisal matters to the public. Must be able to cross-train to help in other departments during seasonal busy times.

**Physical Demands:** Fieldwork requires outdoor property inspection on varied terrain and temperatures. Extensive data entry requires prolonged periods of sitting and PC/keyboard utilization. Periodic filing may require bending and/or kneeling.

**Environmental Factors:** Continuous and direct contact with the public. Work indoors and outdoors (cold, hot &/or inclement weather is sometimes unavoidable). Entire property is a non-smoking workplace.

### **Qualifications:**

Education: High school diploma (or equivalent) is required.

Experience: Minimum of one (1) year in an office environment preferred, general clerical skills, knowledge of office equipment, familiar with common office practices/procedures, Microsoft Office software, and common technology.

Skill/Abilities: Self-motivated, detail oriented, strong communication skills, positive public relations, ability to learn new software quickly, and the ability to multi-task effectively.

Preferences: Seeking a professional minded, outgoing, friendly, and self-motivated individual to be a point of contact for a fast-paced office. Applicant will need to be detail oriented, have strong communication skills and be able to learn new software quickly. The ability to take direction and multi-task effectively while maintaining a courteous outlook is critical. Knowledge of Microsoft Office Suite is preferred. Knowledge of PACS/ True Automation software is a plus.

### **Salary:**

Walker CAD offers a competitive salary and benefits package. Starting salary for selected applicant will be commensurate to qualifications. Walker CAD is an Equal Opportunity Employer.

### **Submit application / resume to:**

Walker CAD  
Attn: Stacey Poteete – Chief Appraiser  
1819 Sycamore  
Huntsville, TX 77340  
or via e-mail to: [info@walkercad.org](mailto:info@walkercad.org)