

Appraisal Clerk

The Duval County Appraisal District is accepting applications for position of Appraisal Clerk.

This position is responsible for, but not limited to:

- Review, grant/deny, and process all exemptions
- Perform ownership transfers and submit deeds for mapping
- Serve as ARB secretary – maintain all protest documents, schedule protests, and send proper notifications to taxpayers
- Ensure proper customer service
- Data entry as needed on taxpayer accounts into PACS
- Sketch any improvements to accounts based on information from appraisers
- Assist taxpayers with filling out any necessary paperwork for exemptions
- Perform other related duties as assigned by the Chief Appraiser.

Must have High School diploma or equivalent. Good communication skills. Be tactful and diplomatic in dealing with others, i.e., co-workers, taxpayers, public officials and the public in general. Must have good data entry skills.

Job requirements include operating computers for basic and complex data retrieval, including Excel and Word programs. Must be well skilled in typing and/or word processing as well as using spreadsheet computer programs and personal computer applications in general. Prior appraisal clerk experience preferred.

Submit a resume or pick up an application at the Duval County Appraisal District Office located at 100 West Gravis, San Diego, Texas 78384 or complete and print employment application at www.duvalcad.org/employment. Mail application or resume to P. O. Box 809, San Diego, TX 78384. Phone: 361-279-3305