



TRAVIS CENTRAL APPRAISAL DISTRICT

Human Resources Division

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www.traviscad.org

JOB OPPORTUNITIES

Date: November 16, 2009

Closing Date: November 30, 2009

Division: Commercial

Job Title: Commercial Support

Job Order No: 20091116

Salary: Dependent on Qualifications

ESSENTIAL JOB FUNCTIONS:

Records and updates all data related to the estimated market values, manually and through data entry on Commercial Property. Identifies and updates all city and county building permits. Reads and records changes for property records based on plans. Update sales information on Commercial accounts. Performs computer graphic updates. May work with the Appraisal Review Board during the appeals season recording hearings, filing or data entry. Performs a variety of clerical tasks assigned, such as filing, typing forms and letters, researching addresses, opening, sorting and distributing mail, making copies, using fax machines and compiling evidence packages. Will have contact with the public by phone and/or in person and when dealing with agents, commercial property owners, and the Appraisal Review Board. Maintains alpha and numeric filing. Operates common office machines. Performs data entry functions to properly maintain files and updates to the appraisal roll. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

- * High school graduate or equivalent, plus 3 years data entry and clerical experience.
- * CAD experience and experience reading blue prints preferred
- * Previous experience dealing with the public preferred.
- * Data Entry skills equivalent to 50 wpm typing is highly desirable.
- * 10 key by touch required.

The final candidate will be subject to a background check.

Essential Physical Demands: Sitting, standing, kneeling, bending, reaching, twisting upper body, carrying, pushing and lifting up to 30 lbs in the office.

Resumes are welcomed. You must submit a completed employment application before an interview will be granted.

The Travis Central Appraisal District is an equal opportunity/affirmative action employer. The Travis Central Appraisal District does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.