



TRAVIS CENTRAL APPRAISAL DISTRICT
Human Resources Division

JOB OPPORTUNITY

Date: October 2020

Closing Date: November 13th or until filled

Job Order No: 2020142304

Division: Commercial Appraisal

Job Title: Admin. Assistant

Salary: Grade 5

ESSENTIAL JOB FUNCTIONS:

Under the general direction and supervision of the Commercial Director works in the office Monday – Friday 7:45 am to 4:45 pm. Will perform a variety of clerical tasks, including filing, scanning documents, typing documents, opening, sorting and distributing mail, making copies, using fax machines, as well as entering data into various software and working with Excel spreadsheets. Point of contact for arbitrations, coordinating evidence preparation and response. Must recognize when information is confidential and safeguard it.

QUALIFICATION REQUIREMENTS:

- Proficient in Microsoft Excel and Word
- Proficient in Mathematics
- Must have accurate Data Entry skills equivalent to 45 wpm typing and ten key by touch
- 3 years of clerical experience preferably working with an attorney
- Must have good communication skills both written and oral
- Excellent Customer Service Skills
- Must be highly-organized, accurate and meet deadlines
- Must have demonstrated proficiency in written and oral communication
- Register with Texas Department of Licensing and Regulation and obtain Level IV within five years.
- Must be authorized to work in the US
- Must have a stable job history

ESSENTIAL PHYSICAL DEMANDS: Must be able to sit or stand for extended periods of time, have the ability to reach and twist upper body, bend, and kneel. Must use hands for data entry much of the work day. Must be able to hear and speak both in person and by phone. Must be able to see and read fine print and lift up to 30 pounds. The position requires considerable concentration, ability to manage time effectively, follow instructions, and work without supervision. It is subject to stress caused by a changing public environment, diversity in the organization, heavy workload, and mandatory deadlines. Requires the ability to, assess information, ask questions, and execute assignments.

ENVIRONMENT FACTORS: Indoor activity with constant exposure to video display computer terminal, interface with the public. Moderate stress levels are constant with occasional significant stress. Employee must be able to work overtime when needed with little or no prior notice.

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, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, military service, AIDS or HIV status, ancestry, national or ethnic origin and any other characteristic protected by law.

*For consideration submit resume with salary requirements to:
<https://www.indeed.com/job/administrative-assistant-398519db51f5d63d>
Applicants selected for interview will complete an application at the time of the interview.*