



RUSK COUNTY APPRAISAL DISTRICT

P.O. BOX 7 – HENDERSON, TEXAS 75653-0007
(903) 657-3578 FAX (903) 657-9073

JOB OPPORTUNITY

Date Posted: **March 19, 2024**

Closing Date: **Open until Filled**

Position: **Administrative Staff**

Salary: **Dependent on Qualifications**

1. JOB SUMMARY

An employee in this classification is responsible for daily administrative duties associated with Rusk County Appraisal District. The primary responsibilities include: deed research and corrections, clerical support, perform various administrative functions, prepare reports and perform data entry. This employee will also assist other personnel as necessary and perform other duties as required and assigned by the Chief Appraiser and/or the Director of Operations.

2. PRIMARY DUTIES AND RESPONSIBILITIES

Employees in this classification are responsible for: retrieving deeds, mechanic liens, wills and other documents used in the appraisal process from the County Clerk's office, entering the required changes into the computer system, research into and about any questions involving these documents, assist property owners, answer telephone, assist the Appraisal staff, etc. The person should be knowledgeable in appraisal aspects. The employee may be required to assist in the completion of reports and other documentation required by code or law. This employee shall perform other duties assigned by the Chief Appraiser and/or the Director of Operations.

3. QUALIFICATION REQUIREMENTS

- Graduation from high school or possession of GED Certification.
- Excellent customer service skills.
- Self-motivated.
- Detail oriented.
- Experience answering multi-line telephone system in a dynamic office environment.
- Data entry and office equipment experience.
- Bilingual a plus.

Additional information concerning the duties and responsibilities will be provided on request or during the interview process.

The final candidate will be subject to a background check.

Resumes are welcome, but applicant must submit a completed employment application before an interview will be granted.

Rusk County Appraisal District is an equal opportunity employer.