

**Kaufman Central Appraisal District
P.O. Box 819
3950 South Houston Street**

Office Clerk:

The Kaufman Central Appraisal District is currently seeking candidates for the position of office clerk. These employees respond in a courteous and professional manner to inquiries by phone, in person and in written form from property owners, tax representatives, and the general public. They also provide information and assistance regarding protests, exemptions, and renditions.

Qualifications:

Ability to communicate effectively with co-workers, supervisors and the general public. Ability to work without constant supervision, and maintain expected production levels. Be able to operate office equipment; have excellent communication skills; possess good math, reading and computer skills; be able to remain professional at all times. This position requires working under close and crowded working conditions and the ability to focus under sometimes stressful and high-volume conditions at a level of efficiency and extreme accuracy.

Required Education and Experience:

Minimum requirement: High School graduate or GED
Preferred: Prior office experience

Physical and Mental Abilities:

Must be able to sit or stand for extended periods of time with ability to reach, bend and move up/down on steps. Must be able to lift up to 30 pounds. This position requires considerable concentration, creativity and ability to manage time effectively. It is subject to stress caused by a changing public environment, mandatory deadlines and heavy workload. Requires the ability to ask questions that will bring forth the information needed to make sound decisions.

Salary is contingent on experience and qualifications

Please submit resume to:

Kaufman Central Appraisal District
Coy Johnson
Deputy Chief
P.O. Box 819
Kaufman, Texas 75142

or by email to :
coy.johnson@kaufman-cad.org