

## CALHOUN COUNTY APPRAISAL DISTRICT

### **Position Available: Collections Clerk/Receptionist (Entry Level)**

#### **Job Description:**

Work in the Collection Department of the Calhoun County Appraisal District to process tax collection payments, answer incoming telephone calls and assist in various clerical functions of the appraisal district. Other duties may be assigned by a supervisor or the Chief Appraiser. This is an entry level position. On the job training provided.

#### **Physical Demands and Working Environment**

Work is performed in an open office environment that is fast paced and can be stressful at times. Some lifting or moving of office equipment, heavy file boxes etc. may be required from time to time. Attention to detail critical. Must comply with employee handbook. Resumes may be submitted, but applicant must complete the CCAD application. Application is available at: [www.calhouncad.org](http://www.calhouncad.org)

#### **Minimum Qualifications**

At least 18 years old

A resident of the state of Texas

Of good moral character

A graduate of an accredited high school or have a high school GED

Friendly and outgoing personality

Ability to work in a fast paced sometimes stressful environment

Good communication and computer skills

Must give approval for background check

Must submit to drug test if required

Basic skills tests will be administered if selected for interview

#### **Preferences**

Experience with MS WORD, MS EXCEL, QuickBooks,

Calculator (10-key type) by touch,

Bilingual Spanish a plus

The Calhoun County Appraisal District is an EOE. We offer a competitive salary and benefit package. **Resumes may be submitted, but applicant must complete the CCAD application.** Applications are available online at [www.calhouncad.org](http://www.calhouncad.org). Mail or deliver to the Calhoun County Appraisal District 426 W. Main Port Lavaca, TX 77979. Applications may be emailed to [Maria@calhouncad.org](mailto:Maria@calhouncad.org) or [Tammy@calhouncad.org](mailto:Tammy@calhouncad.org)

**Position open until filled.**