

CASS COUNTY APPRAISAL DISTRICT
CUSTOMER SERVICE ASSISTANT
JOB DESCRIPTION

This position is responsible for daily administrative duties, data entry, filing, opening and processing daily mail, answering telephone, assisting property owners, assisting customers with maps, clerical support and perform other duties as required by the Chief Appraiser.

Skilled in following/comprehending verbal and written instructions, communication, and record keeping accurately.

Ability to maintain high ethical standards, work independently, keep information confidential, work under pressure, and organizing.

The ability to operate computer systems, office machines (adding machines, copiers, faxes, etc.). The ability to perform mathematical calculations and work effectively with employees and the public.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education: High school diploma or GED

Experience: Some clerical experience

Benefits include paid medical, dental and vision insurance, paid vacation, paid sick leave and several paid holidays. The District participates in TCDRS (Texas County & District Retirement System). The salary is commensurate with education and experience.

Applicant may submit their resume to the Chief Appraiser at

Cass County Appraisal District,

502 N. Main St.

Linden, Texas 75563

Or by email: info@casscad.org

Resumes accepted until position filled. Equal Opportunity Employer.