

Coryell CAD Employment Opportunity

Posted: 4-10-17

Coryell Central Appraisal District, Gatesville, Texas

The Coryell Central Appraisal District is accepting applications for a part-time Appraisal Technician position (8 hours a day, Monday, Tuesday, Thursday) at our Gatesville office. Potential exists for full-time employment for the right hard-working individual. Full-time individuals receive full benefits including health insurance, retirement benefits and paid time off (12 vacation/12 sick/13 holidays). Duties include attending to walk-in traffic, answer and route phone calls, data entry, document scanning. Computer skills including proficiency in Excel and Word preferred. Knowledge of the Texas property tax system is a plus. Pleasant, positive personality and good work ethic are required. The position pays \$10.00 per hour. Applications will be accepted until the position is filled.

Please send resumes to:

Coryell Central Appraisal District

Attn: Robin Sweazea

705 E. Main St

Gatesville, Texas 76528

Fax: (254) 865-1280

E-mail: rsweazea@coryellcad.org

The Coryell Central Appraisal District is an Equal Opportunity employer.