



CORYELL CENTRAL APPRAISAL DISTRICT
705 E. MAIN STREET
GATESVILLE, TX 76528



**Part-time Appraisal Technician – Non-Exempt
Copperas Cove Office**

ESSENTIAL JOB FUNCTIONS

- Shall report to the Deputy Chief Appraiser
- Attend to walk in traffic
- Answer and route phone calls
- Deed records data maintenance as necessary
- Sales information data entry as necessary
- Exemption information data entry as necessary
- Maintaining addresses
- Filing
- Data entry as required
- Assist in ARB hearings
- Maintain protest applications
- Maintain agent fiduciary forms
- Any other duties as assigned by their supervisor

QUALIFICATIONS

Minimum qualifications include:

- Basic math skills
- Ability to communicate effectively orally and in writing with the public as well as with co-workers
- Ability to work effectively both independently and with others
- Ability to organize and plan work effectively
- Computer literacy for basic data entry

ESSENTIAL PHYSICAL DEMANDS

Requires sitting, standing, bending, kneeling, reaching, carrying, pushing and lifting up to 30 pounds in the office

ENVIRONMENTAL FACTORS

Indoor office activity

GATESVILLE OFFICE
705 E MAIN ST
254-865-6593 PHONE
254-865-1280 FAX

COPPERAS COVE OFFICE
207 S 3RD ST #200
254-542-6960 PHONE
254-542-7586 FAX