

TARRANT APPRAISAL DISTRICT EMPLOYMENT OPPORTUNITY

Position Title
CUSTOMER SERVICES
REPRESENTATIVE I

Class Code
17-5000/SS

Job Posting Date
07/24/2024

Examples of Job Duties/Responsibilities

- Competently and politely assists walk-in customers in correctly completing and filing forms, with properly using computer, property books, and other available resources, with understanding appropriate Texas Property Tax Code requirements, and in numerous other ways
- Promptly and courteously responds (within realm of authority) to customer service counter, telephone, and e-mail inquires concerning property ownership information, exemptions, value notices, market values, informal appeals, filing formal value protests, Appraisal Review Board appearances, and similar topics
- Accepts, reviews for accuracy and completeness, and notarizes exemptions applications
- Disseminates informational brochures, employment application forms, exemption application forms, and other materials to customers
- Sells Appraisal District informational products to the public, entailing proper cash register operation and making correct change
- May enter ownership, address, deed, and other data into computer system
- Performs other duties as assigned

Minimum Qualifications

- High school diploma or GED
- At least one year each of customer service and office clerical or equivalent experience or training

Starting Salary Range

\$35,006 subject to qualifications and experience

Benefits

Medical, dental, and life insurance; excellent paid vacation and sick leave benefits; 13 paid holidays; retirement plan; deferred compensation plan; an opportunity to be a part of a terrific team!

Applications (for current TAD employees, Job Bid Applications) required.
Application forms issued/completed applications accepted online at TAD.org

Tarrant Appraisal District
2500 Handley-Ederville Road
Fort Worth, Texas 76118-6909

Completed applications accepted until: 5:00 PM, Wednesday, August 7, 2024

Conditions of Employment: Previous employment and any additional qualifications will be subject to verification. Persons selected for certain positions must pass a drug test before job placement. If driving is a job requirement, a driver's license and driving records check will be conducted. Criminal background checks will also be conducted prior to job placement.

The Tarrant Appraisal District is an equal employment opportunity employer.