



## **JOB DESCRIPTION**

**Job Title:** Clerk  
**Department:** Market Analysis  
**Salary Range:** TBD  
**FLSA Status:** Non-exempt

### **GENERAL DESCRIPTION:**

Performs highly responsible clerical/technology work under the direction of the director/supervisor. Work involves handling correspondence, documents, answering telephone, and customer service functions. Assists staff with special projects and other supportive duties.

### **RESPONSIBILITIES:**

- Serves as a clerk for Residential Real Estate Department
- Answers a multi-line telephone, routes calls to other appropriate personnel and takes messages
- May fill in where needed within the District
- Performs typing and or word processing functions including data entry
- Utilizes personal computer to create, edit and review documents
- Comply with all safety policies, practices and procedures
- Performs related work as assigned or works on special projects as assigned by Director/supervisor
- Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Other duties as assigned

### **QUALIFICATIONS:**

#### **Education and Experience:**

- High school diploma or equivalent is required
- Valid Texas Driver's License and a verified, acceptable driving record is required and must be insurable under district vehicle insurance
- Previous experience in an appraisal district or tax office is preferred.

**Skills:**

- Math skills with the ability to calculate figures and amounts such as discounts, proportions, percentages.
- Typing/keyboard (45 wpm), numeric keypad/calculator skills required. Prefer general knowledge of Microsoft software applications, especially MSWord, and MS Excel.
- Ability to utilize a multi-line telephone.
- General concepts of Appraisal Process
- Strong organizational skills
- Prior general office work and clerical/data entry experience desired
- Bi-lingual in Spanish is preferred but not mandatory.
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**PHYSICAL DEMANDS:**

This position requires using arms, wrists and fingers and typing at computer keyboard for extended periods and also, standing, squatting, leaning, twisting, bending lifting, pulling, pushing, stretching arms, climbing up and down stairs on incidental basis.

**ENVIRONMENTAL CONDITIONS:**

Indoor office conditions except on incidental basis when leaving building to drive district vehicle as described above.