

Willacy County Appraisal District

688 FM 3168 Raymondville, Texas 78580

Phone 956-689-5979

Email: info@willacycad.org

POSITION VACANCY ANNOUNCEMENT

JOB TITLE: Data Entry/Secretary

DATE POSTED: January 12, 2023

DESCRIPTION/QUALIFICATIONS:

Under immediate supervision, performs varying and increasingly responsible data entry/secretarial work. Enters required data, for value changes, ownership information, exemptions, into an automated computer system for the Appraisal Roll. Performs related work duties which may be assigned commensurate with the positions. Must be able to work overtime, if necessary to meet deadlines.

EDUCATION AND EXPERIENCE:

- Must have completed High School or Equivalent, supplemented by twelve (12) months experience in related field; or any equivalent combination of acceptable training and experience.
- Must have experience with the use of personal computers (PC).
- Must be able to type at least 30 wpm on a PC.
- Must possess certain amount of mathematical aptitude.
- Must have skills in the use of modern office equipment.
- Ability to exercise sound judgement and make decisions within assigned functions.

The candidate selected will be employed as a regular employee.

Applicant must successfully complete a criminal background investigation as required by Chapter 411, Subchapter F and Chapter 552.023 of the Texas Government Code.

SALARY: OPEN

Benefits:

- Retirement Program
- Health and Life Insurance (Provided by Employer)
- Paid Leave (Holiday, Annual and Sick)

CLOSING DATE: Applications/Resumes should be submitted to Humberto Bobby Rodriguez, no later than 5 p.m. January 27, 2023 at 688 FM 3168, Raymondville, Texas 78580.