

CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY POSITION POSTING
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Class Title: Executive Administrative Assistant

Department: Administration

FLSA Code: Non-Exempt

Position Overview

The Central Appraisal District of Johnson County is seeking a highly organized, detail-oriented **Executive Administrative Assistant** to provide high-level support to executive leadership, including the Chief Appraiser and Director of Administration.

This role is ideal for a professional who thrives in a fast-paced environment, exercises discretion with confidential information, and excels at coordinating complex administrative operations.

Key Responsibilities

- Manage executive calendars, meetings, and scheduling, including preparation of agendas and materials
 - Prepare and edit correspondence, reports, presentations, and official documents
 - Serve as a liaison between executive leadership, staff, and the public
 - Handle confidential and sensitive information with professionalism and discretion
 - Coordinate Open Records Requests and official inquiries
 - Maintain and oversee records management systems in compliance with legal requirements
 - Support board meetings, including preparation of materials and meeting documentation
 - Assist with development and implementation of policies and procedures
 - Coordinate office operations, including supplies and vendor interactions
 - Support special projects, reporting, and administrative initiatives
 - Ensure excellent customer service through professional communication and responsiveness
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Minimum Qualifications

Education & Experience

- High school diploma or GED required; associate's or bachelor's degree preferred
- Minimum of **3–5 years of progressively responsible administrative experience**

- Experience supporting executive leadership strongly preferred

Skills & Abilities

- Exceptional organizational and time management skills
- Strong written and verbal communication abilities
- Ability to manage multiple priorities and deadlines
- High level of discretion and professionalism with confidential information
- Advanced proficiency with computers and office software
- Strong attention to detail and accuracy

Knowledge

- Modern office practices and administrative procedures
 - Records management and compliance processes
 - Familiarity with public sector operations preferred
 - Knowledge of Texas Property Tax Code is a plus
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Compensation & Benefits

- **Salary Range:** \$44,500 – \$67,500 annually (depending on qualifications and experience)
 - Participation in the **Texas County & District Retirement System (TCDRS)**
 - Comprehensive benefits package including health, dental, and vision insurance
 - Paid holidays, vacation, and sick leave
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Work Environment

Primarily office-based, with regular use of computers and standard office equipment. Occasional light lifting may be required.

Additional Requirements

- Ability to pass pre-employment screening
 - May be required to obtain Texas Notary Public certification
 - Occasional overtime or travel may be required
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How to Apply

Interested candidates should submit a resume and relevant certifications to the Central Appraisal District Johnson County at JCAD@johnsoncad.net. Additional application instructions may be provided upon request.

Equal Opportunity Employer

The Central Appraisal District of Johnson County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any