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| CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY CLASS SPECIFICATION |
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Class Title: Exemptions Clerk

Department: Exemptions

FLSA Code: Non-Exempt

Position Summary/Purpose:

1. To thoroughly, accurately, and timely review and process partial exemptions in accordance with the Texas Property Tax Code;
2. To perform any duties that may be necessary to ensure courteous, efficient and professional service to everyone who has contact with Johnson County Appraisal District;
3. To provide accurate, timely, and courteous exemption support to the Exemptions Manager, Chief Appraiser and other district staff as needed or required.

Essential Job Duties/Responsibilities:

- Reviews all general homestead, over 65, disabled person or disabled veteran exemption applications for completeness and accuracy
- Reviews existing partial exemptions to maintain accuracy and eligibility
- Processes tax ceiling transfer requests and print certificates
- Processes and maintains deferral applications
- Updates data in computer system and files all forms
- Print new and updated appraisal cards
- Organizes and maintains filing systems in compliance with records retention schedule
- Types/word processes correspondence, reports and forms
- Interprets normal legal documents conveying title to real estate
- May assist with office services work in processing mail and bulk mailings
- Gain knowledge of provisions of the Texas Property Tax Code and their appropriate application
- Answers telephone and either personally addresses caller needs and requests or transfers calls to appropriate personnel for handling
- Faxes/mails documents, forms and correspondence
- Works under supervision
- Performs related duties as assigned and required by the Exemptions Manager or Chief Appraiser
- Regular and reliable attendance

Reports to: Exemptions Manager

Supervises: None

Minimum Required Qualifications

Skills/Abilities

- To work productively and cooperatively with co-workers and the public
- Neat and legible handwriting with attention to detail
- Mental alertness to detect and resolve error conditions
- To communicate effectively and diplomatically, both verbally and in writing
- To operate computer terminals/personal computers, computer printers, copiers, fax machines, calculators, and other equipment and devices competently and safely
- High levels of accuracy in word processing and data entry
- To understand and follow oral and written instructions; understand and follow departmental procedures
- To work under pressure and adhere to fluctuating schedules

Knowledge

- Of modern office operations and practices
- Of computer terminals/personal computers and their efficient use and operation
- Of filing systems and their efficient use and maintenance
- Of applicable provisions of the Texas Property Tax Code
- Of established policies and procedures
- Of duties and services of the appraisal district

Education/Experience

- Graduation from a standard high school or GED including courses in typing and data entry

Other Requirements

- Commitment to teamwork and providing exceptional public service
- Must successfully pass job-related pre-employment screening and assessment measures
- Must be able to work extra hours as necessary
- Some travel may be required
- Employees are expected to follow all personnel policies as approved by the Board of Directors of the Central Appraisal District of Johnson County

Compensation & Benefits

- **Pay \$18.50**
- **Health, dental and vision insurance**
- **Paid time off**
- **Retirement plan**

How to Apply Interested candidates should submit a resume and relevant certifications to the Central Appraisal District of 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