



Hardin County Appraisal District

EMPLOYMENT OPPORTUNITY

CLERK:

The Hardin County Appraisal District is currently accepting applications for a full-time clerical position. Applicants must have a high school education or equivalent.

JOB RESPONSIBILITIES:

- Answering the phone and waiting the counter in order to help taxpayers and the public in general
- Processing Deeds and Exemptions for Taxpayers
- Must have a valid Texas Driver's license and proof of auto liability insurance.
- Must have reliable transportation
- Ability to establish and maintain effective working relationships with peers, professionals, and management.
- Dependability-Job requires being reliable, responsible, and dependable and fulfilling obligations
- Prior Appraisal District, or general office work and data entry experience desired.

The District is seeking applicants who are liking for long term employment with the possibility of advancement.

Application/Resumes will be accepted until position is filled. Salary range will be contingent upon qualifications and commensurate with experience.

Applications will be accepted in person, mail, or email. office@hardin-cad.org

Attn:

Angela Waldrep
Chief Appraiser
Hardin CAD
PO Box 670
Kountze, Tx 77625

Date Posted: June 30, 2023