

Gillespie Central Appraisal District Job Announcement

Position: Receptionist

Posted Date: January 18, 2023

Closing Date: February 3, 2023

Description & Details: The receptionist performs a variety of entry-level tasks under the direct supervision of the Chief Appraiser and Deputy Chief Appraiser.

Requirements include:

- tremendous work ethic and honesty
- good communication skills and good patience
- proficient computer skills including Microsoft Excel and Word
- submission to background check and drug testing

Responsibilities include:

- communicate with public in person, via email, and over the telephone politely and tactfully
- respond to general questions or forward them to appropriate personnel
- filing, data entry, copying or scanning documents, and other clerical duties
- learn the general roles, purpose, and procedures of the appraisal district
- any other duties as assigned by supervisors

Qualifications:

- possess high school diploma or a GED
- familiar with or have working knowledge of office equipment, computers, and computer software
- possess and utilize a friendly and professional demeanor in the office
- excellent communication skills
- desire to work as part of a team

Essential Physical Demands: Requires sitting, walking, standing, driving vehicle, bending, kneeling, reaching and twisting upper body. Must be able to hear and speak both in person and by phone. Must be able to see and read fine print and lift up to 40 pounds.

Work schedule: Monday through Friday from 8 am to 5 pm.

Pay and Benefits: This is an entry level position with the salary based on experience. Benefits include medical insurance, retirement plan, sick leave, and vacation.

Please email application with cover letter to job@gillcad.org or send to:

Gillespie Central Appraisal District
Attn: Scott Fair, Chief Appraiser
1159 S. Milam St.
Fredericksburg, TX 78624

Gillespie Central Appraisal District is an equal opportunity employer.