

# Liberty County Central Appraisal District

P. O. Box 10016 -- 2030 Sam Houston -- Liberty, TX 77575-2916

[www.libertycad.com](http://www.libertycad.com)

## MEMBERS OF THE BOARD

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## CHIEF ADMINISTRATOR

Lana McCarty

## MAIN OFFICE -- LIBERTY

Phone (936) 336-5722

## CLEVELAND BRANCH OFFICE

Phone (281) 593-1605

## DAYTON BRANCH OFFICE

Phone (936) 257-8395

## EXTERNAL JOB POSTING

**Position Title:** 9-1-1 Mapping Assistant (Liberty office) (Full Time)

**Classification:** Non-Exempt

**General Position Description:** Primarily responsible for 9-1-1 addressing and maintaining HCAG data as well as perform various mapping duties, including abstracting; establishing new subdivision records as they are filed; designating accounts for property newly annexed, de-annexed, bought, sold or otherwise transferred in deed records; organizing and maintaining map files; and maintaining computerized ownership maps of Liberty County.

### **Minimum Experience/Education/Qualifications:**

1. Preferably a person with an associate or bachelor degree in computer science, drafting or a related field. Experience in related fields may be substituted for education requirement. An aptitude test will be administered to determine applicant's abilities.
2. Preferably have experience with AutoCAD Software, ARC Info Software, or other related mapping software.
3. Must have knowledge of general office practice and equipment including calculator, copier, computer and telephone.
4. Must be able to effectively communicate with taxpayers, taxing unit personnel and other users of Appraisal District information.
5. Bilingual applicants are preferred but not required.

**Salary is contingent upon qualifications and experience. Benefits package is included.**

**Applications, resumes and references will be accepted at the Liberty office or via email until 12:00 p.m. December 15, 2017. Acceptable applications are available in office and on the District's website at [www.libertycad.com](http://www.libertycad.com) . Qualified applicants should submit applications/resumes/references to:**

**Liberty County Central Appraisal District**

**Attn: Lana McCarty**

**PO Box 10016**

**Liberty, Texas 77575**

**[lmccarty@libertycad.com](mailto:lmccarty@libertycad.com)**

**(posted November 15, 2017)**