

Liberty County Central Appraisal District

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

www.libertycad.com

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Mark Sjolander -- Vice Chair.
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CHIEF ADMINISTRATOR

Lana McCarty

MAIN OFFICE -- LIBERTY

Phone (936) 336-5722

CLEVELAND BRANCH OFFICE

Phone (281) 593-1605

February 24, 2020

EXTERNAL JOB POSTING

Position Title: Clerk (Liberty office) (Full Time)

Classification: Non-Exempt

General Position Description: Under general supervision, perform various clerical work. Keep file room organized for easy access to all files; assist with mail-outs and answer telephones accurately and courteously as well as other duties required by Chief Appraiser.

Minimum Experience/Education/Qualifications:

1. No minimum education level is required for position however an aptitude test will be administered to determine applicant's abilities.
2. Must have knowledge of general office practice and equipment including calculator, copier, computer and telephone.
3. Preferably a person with computer skills in word, data base management and spreadsheets.
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.

Applications, resumes and references will be accepted at the Liberty office or via email until 12:00 p.m. March 5, 2020. Acceptable applications are available in office and on the District's website at 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

(posted February 24, 2020)