

**TARRANT APPRAISAL DISTRICT
EMPLOYMENT OPPORTUNITY**

<u>Position Title</u> Deeds Records Specialist I	<u>Class Code</u> 17-5000/SS	<u>Job Posting Date</u> 12/01/2022
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Examples of Job Duties/Responsibilities

- Reviews deeds, subdivision plats and re-plats, annexations, property splits, and related information to determine ownership, property description, and other changes
- Accurately and timely enters data into computer system to set up new property accounts or to change or delete existing accounts
- Checks metes and bounds descriptions for closure and accuracy
- Assists appraisers with property ownership, description, and related account information
- May answer basic customer telephone and other inquiries within scope of duties and responsibilities
- May assist at customer service counter
- May assist with general exemption processing
- Performs other duties as assigned

Minimum Qualifications

- High school diploma or GED
- At least one year of real estate, appraisal, or title company office or equivalent experience or training
- Computer terminal or PC experience essential, with computer-assisted geographic information systems experience highly desirable

Starting Salary Range

\$35,006 subject to qualifications and experience

Benefits Medical, dental, and life insurance; excellent paid vacation and sick leave benefits; 13 paid holidays; retirement plan; deferred compensation plan; an opportunity to be a part of a terrific team!

Applications (for current TAD employees, Job Bid Applications) required. Application forms issued/completed applications accepted online at TAD.org

**Tarrant Appraisal District
2500 Handley-Ederville Road
Fort Worth, Texas 76118-6909**

Completed applications accepted until: 5:00 PM, Thursday, December 8, 2022.

Conditions of Employment: Previous employment and any additional qualifications will be subject to verification. Persons selected for certain positions must pass a drug test before job placement. If driving is a job requirement, a driver's license and driving record check will be conducted. Criminal background checks will also be conducted prior to job placement.

The Tarrant Appraisal District is an equal employment opportunity employer.