

**TARRANT APPRAISAL DISTRICT
EMPLOYMENT OPPORTUNITY**

<u>Position Title</u>	<u>Class Code</u>	<u>Job Posting Date</u>
EXEMPTIONS SPECIALIST I	17-5000/SS	12/01/2022

Examples of Job Duties/Responsibilities

- Courteously, promptly, and accurately responds to in-bound customer calls and e-mail inquiries concerning homestead, over-65, disabled veteran, and other exemptions
- Mails appropriate application forms to customers
- Thoroughly examines exemptions applications for completeness, accuracy, and compliance with applicable statutory eligibility requirements and approves or denies exemptions in accord with established requirements and standards
- Researches applicant eligibility, as necessary and appropriate
- Accurately and expeditiously enters data into computer system to add, delete, or adjust exemptions in new and/or existing accounts. Properly files, retrieves, and re-files exemptions applications and related documents
- Assists with filing, copying, preparing packets, scanning documents, and other tasks associated with the Appraisal Review Board
- Performs other duties as assigned

Minimum Qualifications

- High school diploma or GED
- At least one year of office clerical or equivalent experience or training. At least one year of customer service experience desirable
- Ability to accurately and timely perform data entry tasks
- Ability to communicate courteously and effectively, both verbally and in writing

Starting Salary

\$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.