



MONTGOMERY CENTRAL APPRAISAL DISTRICT

Tony Belinoski, RPA
CHIEF APPRAISER

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Business Personal Property Clerk
POSITION IS: Non-exempt **Pay:** \$29,000/ hourly \$13.94
REPORT TO: Business Personal Property Supervisor **DIVISION:** Commercial Operations
TODAY'S DATE: 3/16/2022 **CLOSING DATE:** Open until Filled

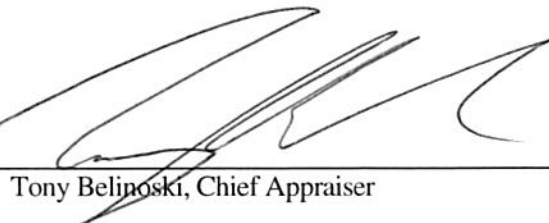
DESCRIPTION OF DUTIES:

- ◆ Answer all personal property phone calls, and assist taxpayers with questions on personal property, utility and mineral accounts to include Renditions, Protests and Appeal Process.
- ◆ Data entry of new accounts, changes and deletions including mineral and industrial accounts. Ensure that the existing data on file is current and accurate.
- ◆ Assist the Mineral and Industrial contractors with renditions, exemptions, and protests.
- ◆ Prepare data and assist the Appraisal Staff in informal and formal hearings presented to the ARB.
- ◆ Organize data collected in such a manner as to facilitate computer input and lend credibility to the Department.
- ◆ Other duties as assigned.

QUALIFICATIONS:

- ◆ Graduate of an accredited high school with a major emphasis in business courses or college preparation.
- ◆ Considerable experience in clerical work and/or specialized departmental training.
- ◆ Knowledge of general office procedures, including experience in data entry and ten-key calculator.
- ◆ PC experience preferred.
- ◆ Ability to follow oral and written directions.
- ◆ Ability to work effectively with others and the general public.

APPROVED FOR POSTING BY:



Tony Belinoski, Chief Appraiser

Personal Property Appraiser/Clerk

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