



MONTGOMERY CENTRAL APPRAISAL DISTRICT

TONY BELINOSKI, RPA
CHIEF APPRAISER

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Property Transactions Clerk

POSITION IS: Non-Exempt

Pay: \$13.94 + full benefits

REPORT TO: Supervisor of Property Analytics

DEPARTMENT: Property Transactions

TODAY'S DATE: 4/05/2022

CLOSING DATE: Until Filled

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ◆ Identify Subdivision accounts and make property owner changes based on documents from the county Deed Reports.
- ◆ Interpret and understand commonly used legal documents that have been filed through the County Clerk's office.
- ◆ Maintain the districts ownership records, address records, and scan documentation to property owner accounts.
- ◆ Provide taxpayer support for the Property Transactions department and assist other departments similarly.
- ◆ Other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ General computer knowledge and an aptitude for learning technical skills.
- ◆ Ability to work with Microsoft Office software (proficient with excel).
- ◆ Pre-employment drug test is required.

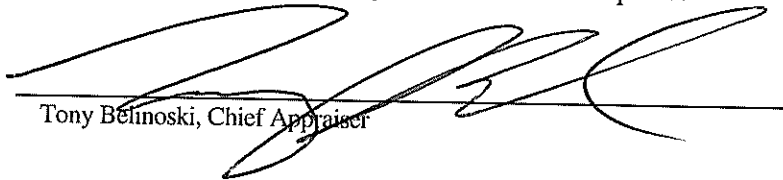
EXPERIENCE/EDUCATION:

- High School Diploma
- This is an entry level position, on-site training provided.

RESIDENCY: Residency within the confines of Montgomery County is desired but not required.

APPROVED FOR POSTING BY:

PROPERTY TRANSACTIONS CLERK


Tony Belinoski, Chief Appraiser

SERVICE, EXCELLENCE AND EQUITY IN AD VALOREM TAX ADMINISTRATION

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