



# MONTGOMERY CENTRAL APPRAISAL DISTRICT

Tony Belinoski, RPA  
CHIEF APPRAISER

## POSITION VACANCY ANNOUNCEMENT

**JOB TITLE:** Appraisal Support/ Exemption  
Clerk

**POSITION IS:** Non-Exempt

**TDLR Registration:** Not Required

**REPORT TO:** Director of Residential  
Appraisal Operations

**DEPARTMENT:** Exemptions

**TODAY'S Date:** 2/18/2022

**CLOSING Date:** Open Until Filled

### GENERAL DESCRIPTION:

This position involves timely processing of incoming applications for exemptions, by receiving and processing various exemption applications and communicating with property owners. Keeping the public informed and updated with any current laws or requirements in order to properly approve the exemptions applications. Other responsibilities include performing data entry; researching existing exemptions on properties and monitoring existing exemptions.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- ◆ Receive and process exemption files in order to render a final determination of various exemption applications in compliance with the Texas Property Tax Code.
- ◆ Provide customer service to assist the public with concerns related to the exemptions associated with their property.
- ◆ Process correction motions made by the public pertaining to exemptions.
- ◆ Translate for customers, and informal and formal hearings if bi-lingual
- ◆ Other duties as assigned

### MINIMUM QUALIFICATIONS:

- ◆ Must be a high school graduate or equivalent.
- ◆ Must have experience with the use of a personal computer and the Microsoft operating system
- ◆ Specific skills in data entry and research.
- ◆ Knowledge of general office procedures, communications, and attire.
- ◆ 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

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