



MONTGOMERY CENTRAL APPRAISAL DISTRICT

JANET JENNINGS-DOYLE, RPA, RTA, CCA, CTA
INTERIM CHIEF APPRAISER

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Executive Administrative Assistant

POSITION IS: Non-Exempt

REPORTS TO: Chief Appraiser

TODAY'S DATE: 11-16-22

TDLR REGISTRATION: No

DIVISION: Administration

CLOSING DATE: 11-30-22

GENERAL POSITION SUMMARY:

The Executive Administrative Assistant is the first point of contact for the entities. The purpose of this position is to perform diversified and advanced administrative duties for the Chief Appraiser.

DESCRIPTION OF DUTIES:

- Serve as a liaison between the Chief Appraiser, taxing entities and county officials. Point of contact for all entities.
- Works closely with the Chief Appraiser on all communication aspects.
- Prepare for board meeting information and sending board packets timely, transcribe board minutes, and create backups of meetings.
- Handle filing, editing, and scanning critical and confidential information.
- Exceptional customer service with personable, courteous, and positive attitude.
- Assist in coordinating meetings and schedules, including communication with internal and/or external contacts.
- Maintain records as records retention officer for the District.
- Respond to inquiry emails.
- Prepare Estimates of Value.
- Perform other duties as required.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- High School Diploma or equivalent required. Some college level courses or equivalent experience a plus.
- 5+ years of related work experience preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 20 pounds at times.

APPROVED FOR POSTING BY:

SERVICE, EXCELLENCE AND EQUITY IN AD VALOREM TAX ADMINISTRATION

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