



## Montgomery Central Appraisal District Job Description

<b>Position:</b>	Residential Exemptions Supervisor	<b>Revised Date:</b>	January 12, 2023
<b>Department:</b>	Business Operations	<b>Division:</b>	Exemptions
<b>Reports to:</b>	Assistant Director of Operations	<b>FLSA:</b>	Non-Exempt

**SUMMARY:** Supervision of Exemptions department, including assigning regular duties to staff, training, monitoring performance, and maintaining overall workflow in the department.

### ESSENTIAL FUNCTIONS:

- Responsible for the immediate supervision of all clerical staff within the Exemption and Residential Departments.
- Assist the Director in implementing and maintaining an annual work plan for the department.
- Assist the Director to ensure that the district meets all guidelines established by the State regarding all the various applications for exemptions, abatements, deferrals, etc.
- Assist the Director to ensure that procedures are in place to process, maintain, and report all exemption and abatement applications in a timely manner.
- Provide training and guidance for the clerical staff within the department.
- Report and maintain the status of all projects within the department.
- Other Duties as assigned.

### REQUIRED SKILLS/ABILITIES

- Experience in Residential exemption application.
- Knowledge of current laws pertaining to Residential Exemptions and their application.
- Knowledge of various exemptions and laws governed by the State of Texas, outlined in the Texas Property Tax Code
- Knowledge of MCAD's Computer Assisted Mass Appraisal System (CAMA)
- Applicant should possess basic computer knowledge including Microsoft Office (Outlook, Word, Excel, and PowerPoint).
- Considerable experience in clerical work and/or specialized departmental training.
- Knowledge of general office procedures, including experience in data entry and ten-key calculator.
- Possess the ability to work independently, lead and direct others, and deal with the general public.

### EDUCATION/EXPERIENCE

- Graduate of an accredited high school or equivalent.
- General knowledge of the Texas Property Tax Code.

### LANGUAGE SKILLS

- Ability to effectively present information and respond to questions from internal and external customers whose first language is English.

### CERTIFICATES, LICENSES, REGISTRATIONS

- None

### PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, type and use mouse; reach with hands and arms; and talk and/or hear. The employee is required to sit for extended periods of time.

**WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in an office environment in a clerical environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

**TRAVEL REQUIREMENTS**

- This position may require periodic travel.

**OTHER DUTIES**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to the job at any time with or without notice.

**AAP/EEO STATEMENT** Montgomery Central Appraisal District prohibits discrimination based on race, religion, gender, national origin, age, disability, veteran status, marital status, pregnancy, gender expression or identity, sexual orientation or any other legally protected status.