

LA SALLE COUNTY APPRAISAL DISTRICT JOB OPENINGS

Front Office Clerk: (Salary Start \$26,000 per year) Under the direction of the Appraisal/Real Property Operations Coordinator, provide information and assistance to property owners in property research, ownership and exemptions. Confer with customers by telephone or in person in order to provide information about the District's services, and keep records of all customer interactions and transactions, such as details of inquiries, complaints, and comments, as well as actions taken. Follow through to ensure that appropriate changes were made to resolve customer issues or concerns. Refer unresolved customer grievances to designated staff members for further handling. Obtain and examine all relevant information to assess validity of complaints to determine possible causes for proper handling. Accurately research, identify, establish and record all changes to Appraisal District mineral property accounts as provided by various sources.

APPLY ONLINE AT: WWW.LASALLECAD.COM

NO TELEPHONE CALLS, PLEASE

Full Time Employment Benefits: Medical/Dental Insurance, Retirement, Vacation and Others.

EQUAL OPPORTUNITY EMPLOYER

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Deeds Clerk: (Salary Start \$36,000 per year) Responsible for gathering, compiling, analyzing, and maintaining all land and ownership information for the District. In addition to, assisting property owners in property research, ownership and exemptions. Successfully capture, update and reflect pertinent information from conveyance documents, instruments, deeds and other sources of information on the District's appraisal and ownership database. Perform research and chain of title on land accounts; perform splits and mergers of accounts; update ownership and address records as necessary. Perform various data entry duties relating to the valuation of residential, commercial, business personal property and mineral data using standardized procedures and techniques. Work process requires considerable skill in monitoring the activities of work submitted for data entry. Work is checked for progress and conformity within established policies and procedures. Update and maintain all data on the District's "CAMA" system with the latest information such as owner address, values, exemptions and/or value issues for any of the preceding five years on file so that reports and export data can be accessible to staff, taxpayers, taxing units, and government entities. Must provide excellent customer service and promote a harmonious work environment and a positive image of the District

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