

EMPLOYMENT OPPORTUNITY

Administrative Technician

Effective December 17, 2018

The Grayson Central Appraisal District is accepting applications for the position of Administrative Technician. Resumes and/or applications will be accepted until filled.

Nature of Work:

Work involves a variety of responsibilities including clerical and general office.

Qualifications:

Must have a basic knowledge of clerical and office procedures. Skills in answering the phone, typing, filing, copying, scanning, and other modern office equipment. Must have the ability to learn the regulations, procedures, and policies of the office. Must be able to relay established policies and answer basic questions from the general public. Ability to deal courteously with the public and to maintain effective working relationships with other staff employees. Graduation from a standard high school required, and supplemented by courses in typing or any combination of experience and training equivalent to the requirements is preferred.

Salary & Benefits:

Salary commensurate with qualifications. Benefits include employee health insurance, retirement plan, vacation, holidays, etc. Advancement potential based on merit.

Please address all resumes and inquiries (no faxed copies please) to:

Attn: Don Spencer, RPA, CCA
Deputy Chief Appraiser
spencerd@graysonappraisal.org
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Sherman, Texas 75090
Phone (903)870-1951