**Hays**

**Central**

**Appraisal**

**District**

 **512-268-2522 ■ Lex Word Building ■ 21001 IH 35 ■ Kyle, Texas 78640 ■ Fax 512-268-1945**

**DATA ENTRY**

**Hays County Appraisal District** is now accepting applications for the position of Data Entry

**Reports to**: Data Entry Supervisor

**Job summary:** Maintain accurate appraisal records consisting of name and addresses, exemptions and appraisal field cards and other duties as assigned.

**Job requirements**: High School diploma or GED, accurate data entry, good communication and math skills, word processing, typing 40wpm and 10 key skills. Deadline for applications and resumes is February 9, 2018. EOE.

Apply to Carrie Joseph, Office Manager/HR Coordinator, Hays Central Appraisal District, 21001 North IH 35, Kyle, Texas, 78640 or cjoseph@hayscad.com.