# HAYS CENTRAL APPRAISAL DISTRICT JOB POSTING

# DESCRIPTION

Position: Abstractor. Applicants must conduct themselves in a professional manner, will be required to pass a background check and will work under the direction of the Abstracting/GIS supervisor.

 Some responsibilities include:

 • Correct property ownership on HCAD database per public deed records in Hays County.

 • Preparation of mailouts and assist with meetings of Hays County Appraisal Review Board .

 • Perform deed and/or plat research regarding specific property issues.

 • Attend property tax system classes .

# REQUIREMENTS

 A high school diploma or equivalent is required. Some college and/or 2 years office experience preferred.

 Additional skills preferred include:

 • Ability to read legal documents regarding real property transactions.

 • Strong analytical and computer skills (i.e. Excel, Access and GIS).

 • Experience in research of other databases regarding real property transactions.

 • Good communication skills.

# BENEFITS & CONTACT INFORMATION

Salary is contingent upon experience.

Health Insurance and Retirement plan provided.

Please apply to Carrie Joseph, Office Manager/HR Coordinator, Hays CAD, 21001 North IH 35, Kyle, TX 78640 or email cjoseph@hayscad.com by February 20, 2019.