# 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](mailto:cjoseph@hayscad.com) by February 20, 2019.