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KENEDY COUNTY CENTRAL APPRAISAL DISTRICT

PO Box 39, Sarita, TX 78385-0039

CHIEF APPRAISER
Thomas G. Denney RPA
Phone: (361) 294-5333
FAX: (866) 303-6553
appraiser@kenedycad.com

ADMINISTRATIVE ASSISTANT/DATA ANALYST

The Kenedy County Central Appraisal District has an opening for an Administrative Assistant/Data Analyst. This opening is for a full-time position with office hours being Monday thru Friday from 9:00 AM till 4:30 PM. Compensation will be commensurate with experience and skill level. Good typing skills and computer literacy in word and excel are essential. Prior experience with Harris Govern (True-Automation) CAMA system is preferred. The position is subject to a six-month probationary period.

The job location is in Sarita, Texas at 365 La Parra Avenue.

For further information please contact Tom Denney @ 361-294-5333 between 9 am and 4:30 PM or send resume to P O Box 39, Sarita, Texas 78385. E-mail is appraiser@kenedycad.com.

Preliminary Job Description:

- 1) Assist Taxpayers both on the phone in the office with any and all information requested by the taxpayer such as appraisal cards, values and exemptions. Furnish taxpayers with any requested forms that may be necessary to apply for any and all exemptions that the taxpayer wants to apply for.
- 2) Develop and maintain good working relationships with Taxpayers, Co-workers, Board of Directors, Appraisal Review Board members, Agricultural Advisory Board members, Taxing Entities and the general public in order to more fully assist taxpayers.
- 3) Assist the Chief Appraiser with the annual maintenance of the tax calendar ensuring that all statutorily mandated completion dates are met. Prepare both routine and specialized correspondence as required.
- 4) Assist the Chief Appraiser with the development and maintenance a records management system that meets State retention standards. This employee will be the Records maintenance officer.
- 5) Assist with the computer maintenance of taxpayer records on the District's CAMA system (including ownership changes, agricultural valuation applications, homesteads, Over/65 homesteads, veteran's exemptions and /or any required changes and updates). Timely maintenance of records is required to properly serve the needs of the public.
- 6) Assist with the preparation of notices and processing of protests.
- 7) Serve as the District's taxpayer Liaison Officer and perform all secretarial duties necessary to support the ARB.
- 8) Perform all secretarial duties necessary to support the Agricultural Advisory Board.
- 9) Be available to attend continuing education as required. Required education would be the State's Records Maintenance course and Course 1, Intro to the Texas Property Tax System. Education courses will require out of travel with expenses covered.
- 10) Any other duties as may be required.

Posted August 12, 2021

FILED FOR RECORD
AT 2:42 o'clock P. M

AUG 12 2021

VERONICA VELA
COUNTY CLERK KENEDY COUNTY
BY *Veronica Vela* DEPUTY