The Delta County Appraisal District is seeking a highly organized, detail-oriented, and dependable individual to fill the dual role of **Bookkeeper / Clerical**.

GENERAL DESCRIPTION

This position manages the day-to-day financial, administrative, and clerical operations of the district. The ideal candidate will handle accounts payable and receivable, payroll processing, and budget monitoring, while providing excellent service to property owners. The role also supports daily operations by responding to customer inquiries, processing information, and ensuring data integrity across systems.

Responsibilities:

- Perform data entry tasks as assigned, primarily entering data into the district's appraisal database software.
- Perform customer service functions as assigned, including providing information and assistance to individuals who contact the district by telephone, email, or in person; answering telephones, transferring calls, and taking messages.
- Communicate with property and business owners, employees, and other individuals to answer questions and to provide or explain information.
- Process Appointment of Agent, Rendition, Exemption, and other forms.
- Assist with Appraisal Review Board functions as assigned.
- Operate standard office equipment, including photocopiers, scanners, and personal computers.
- Compute, record, and proofread data and other information, such as value changes.
- Prepare, file, and maintain records.
- Complete special projects as assigned by the Chief Appraiser.

Job Qualifications:

- Knowledge of QuickBooks.
- Knowledge of general office procedures.
- Knowledge of principles and processes for providing customer and personal services.
- General knowledge of Office suite software — Microsoft Office.
- Ability to manage time efficiently to complete multiple assignments within the designated time periods.
- Ability to give full attention to work assignments.
- Ability to communicate effectively in writing, verbally and on the telephone.
- Ability to establish and maintain effective working relationships with peers, professionals, and management.
- Dependability: the position requires reliability, responsibility, and the fulfillment of obligations.
- Prior experience with an appraisal district or tax office, and general office and data entry experience, is preferred.

Pay and Benefits:

Salary commensurate with experience and qualifications. Benefits include medical, dental, and vision insurance, retirement plan, sick leave, and vacation.

Interested candidates must submit a completed application and resume to:

Delta County Appraisal District
Attention Christi Nava
PO Box 47
Cooper, TX 75432
OR
chiefappraiser@delta-cad.org