

POSITION TITLE: Collectors**General Position Description:**

Under supervisor collector, performs varied and increasing responsible collection work. Processes exemptions, rollbacks and other changes ordered by the Appraisal Review Board, greet taxpayers, and obtain or provide information as needed concerning appraisal district functions, assists with mail-outs, answer telephone accurately and courtesy.

QUALIFICATIONS:

1. Must be a high school graduate or equivalent with at least two (2) years' experience in general office practices.
2. Must have knowledge of general office practice and equipment including, copier, mail machine, computer skills and telephone system.
3. Preferable a person with substantial computer skills in Word processing, data base management and spreadsheets.
4. Must know how to greet and effectively communicate with the public.

REPORTS TO: ADMINISTRATIVE ASSISTANT AND CHIEF APPRAISER**JOB GOALS:**

Ensure the timely completion of all collection tasks assigned. To meet, assist or direct taxpayers in a courteous and respectful manner. Ensure the accurate processing of exemptions and changes ordered by the Appraisal Review Board.

PERFORMANCE RESPONSIBILITIES:

1. Provide service and information to property owners, taxing units, and others at the lowest possible cost to the district.
2. Exercise good judgement and perform duties with minimal supervision.
3. Maintain effective communication with Chief Appraiser, fellow employees, and taxing units' personnel.
4. Meet and assist property owners and direct them to proper channels of the appraisal district, as necessary.
5. Filing and other record management activities: need to be able to maintain records relating to appraisal district operations.
6. Perform and other duties assigned by Chief Appraiser and Administrative Assistant.