

The Austin County Appraisal District is accepting applications for the position of **Data Entry / Collection Clerk** at the Appraisal District office, 906 E. Amelia St., Bellville, Texas. This position is responsible for answering all incoming telephone calls and assisting the public in various collection and appraisal matters. Candidates must have a high school diploma or GED. One to three years clerical experience is required. Working knowledge of various computer programs and basic office machinery is necessary. Being able to effectively communicate with the public and co-workers in a positive and pleasant manner is essential. Salary will be based on experience. Serious applicants may obtain an application and a complete job description at 906 E. Amelia St., Bellville, Texas or on the Appraisal District's website at www.austincad.org. Applications are due at the Appraisal District office by 5 p.m. Friday, January 26th. You may contact the Appraisal District at (979)865-9124 with any questions. Only applicants meeting stated qualifications will be considered. ACAD is an Equal Opportunity Employer.