

Marion Central Appraisal District

Job Opening

Customer Service

Responsibilities:

- Handle customer service on the phone, email and in person.
- Review reports for quality control and audits.
- Process exemption applications.
- Help with mass mailings and other duties as needed

Requirements:

- High School Diploma or equivalent.

The candidate should have excellent analytical and customer service skills including strong personal computer skills.

- Proficient in the use of a PC and Microsoft Office Software.
- The ability to concentrate on assigned tasks and to manage time effectively.
- The ability to communicate clearly on the telephone and face to face.
- Office experience with knowledge of office and copying equipment, postage meters, and other office equipment is beneficial.

Salary, based on experience, and benefits offered including insurance and retirement plan. Open until filled. Send resumes to helpdesk@marioncad.org