

DATA PROCESSING CLERK: ENTRY POSITION

APPLICANT MUST USE APPLICATION AT WWW.COOKECAD.ORG AND SEND WITH RESUME TO CONTACT LISTED BELOW.

JOB DESCRIPTION

A professional role in the assistance and maintenance of records and relationships with the Cooke County Taxpayer(s), Entities, other outside sources, and internal office in a timely and accurate manner.

GENERAL JOB FUNCTIONS

- Data entry relative to properties within the district.
- Process, validate and maintain records of applications.
- General recordkeeping.
- Clerical filing and report generation.
- Auditing of clerical data as set forth by supervisor/district.
- Read and decipher state records pertaining to district.

ESSENTIAL JOB FUNCTIONS

- Communicate effectively internally/externally information processed/provided by the district.
- Attention to detail to maintain accuracy.
- Ability to learn and adapt to continually changing procedures and laws.
- Perform in a high-pressure environment with self-motivation to reach goals.
- Open attitude to all tasks assigned outside of general job description.

SKILLS/EDUCATION

- Ability to efficiently use: Computer, 10-Key Calculator, general office machine equipment.
- General knowledge of Microsoft Office, Word, and Excel etc.
- High School GED or equivalent, and 2 years' experience preferred in relative position.

WORK HOURS

- Normal Work Week: 8:00 A.M. – 5:00 P.M. Monday- Friday.
- Excess of 40 HRS as needed and directed by the Chief Appraiser.

SALARY

- TBD

Please send all applications with a resume attached to:

Aleisha Monk - amonk@cookecad.org
(940)665-7651 x132
Computer Department Coordinator