



Burleson County Appraisal District

111 E. Fawn St.
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Fax: (979) 567-2368

Caldwell, TX 77836
web: burlesonappraisal.com

The Burleson County Appraisal District is accepting applications for an Exemption Specialist / Protest Coordinator

Applicant will be responsible for, but not limited to:

- Answering phone calls from the public
- Assisting the public at the front counter
- Assisting the Appraisal Review Board
- Processing exemption applications
- Processing certified mail

The following qualifications will be considered valuable:

- Proficient computer skills
- Ability to operate all office equipment
- High level of personal work ethics
- Professional customer service experience
- Effective communication skills

Applicant must have a minimum of a High School Diploma or its equivalency.

All applicants are required to complete an appraisal district application. Applications can be obtained on the appraisal district website located at www.burlesonappraisal.com

Applications and Resumes will be accepted until the position is filled. Salary is contingent upon qualifications and commensurate with experience.

Mail resumes and applications to:

Burleson County Appraisal District
Tonya Barnes, Chief Appraiser
PO Box 100, Caldwell, TX 77836
Or email to tbarnes@burlesonappraisal.com

Burleson County Appraisal District is an equal opportunity employer.