

HIDALGO COUNTY APPRAISAL DISTRICT



ADMINISTRATION

Rolando Garza, Chief Appraiser
Jorge Gonzalez, Asst. Chief Appraiser
Brent E Cavazos, Associate Chief Appraiser
PO Box 208
Edinburg, TX 78540-0208
(956) 381-8466 (956) 565-2461

BOARD OF DIRECTORS

Richard A. Garza	Chairman
Albert D. Cardenas	Vice-Chairman
Amador Requenez	Secretary
Eddy Betancourt	Member
Joe D. Olivarez	Member
Pablo "Paul" Villarreal, Jr.	Member

www.hidalgoad.org

POSITION VACANCY ANNOUNCEMENT

JOB TITLE: Data Entry Operator (Head)

DATE POSTED: March 23, 2020

DIVISION: Real Estate Department

TDLR REGISTRATION: Not Required

DESCRIPTION/QUALIFICATIONS:

Directs data entry for department and reports to supervisor. Performs related work as required; implements data entry schedules and activities, implements a predetermined control system to ensure data integrity and accurate inventory of recorded property; implements and analyzes work schedules for data entry operations; prepares incoming data entry source documents and distributes among data entry personnel; works closely with department supervisor on data entry operations; compiles monthly status report; Must be able to work overtime, if necessary to meet deadlines.

EDUCATION AND EXPERIENCE:

- Must have completed High School or Equivalent, supplemented by at least one (1) year of data entry experience.
- Must have experience with the use of personal computers (PC).
- Must be able to type at least 60 wpm on a PC.
- Must possess certain amount of mathematical aptitude.
- Must have skills in the use of modern office equipment.
- Ability to exercise sound judgment and make decisions within assigned functions

The candidate selected will be employed as a regular employee.

Applicant must successfully complete a criminal background investigation as required by Chapter 411, Subchapter F and Chapter 552.023 of the Texas Government Code

A pre-employment drug screen is required prior to employment in any posted Hidalgo County Appraisal District position.

SALARY: Range \$30,000 - \$35,000.

CLOSING DATE: Applications/resumes should be submitted to Ms. Lydia Elizondo, Finance/Personnel Director no later than 5 PM, Monday, April 13, 2020.