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# JOB POSTING

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TO: Department Heads/Employees/Public

FROM: Human Resources Department

SUBJECT: Job Opening - Customer Service Specialist

DATE: Wednesday, October 25, 2023

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The Human Resources Department is currently accepting applications. Interested public and District employees may apply by clicking on the following link: <http://comalad.org/Employment>  
Job qualifications are listed below:

**JOB TITLE:** Customer Service Specialist

**DEPARTMENT:** Customer Service and Exemptions

**JOB SUMMARY:** This position is responsible for providing administrative support to the Comal Appraisal District including; assisting customers; processing homestead, OV65, disabled veteran exemptions; researching properties; answering inquiries regarding appraisal information; collecting funds for the purchase of appraisal cards and other fees charged over-the-counter services; processing address changes; answering telephone inquiries and forwarding calls to the appropriate party; assisting in protest hearings; scanning and filing documents as necessary.

**QUALIFICATIONS:** High school diploma or general education degree (GED); The individual should possess a thorough working knowledge of computer data entry, customer service, and general office procedures. Must be willing to complete a drug screen. Must be proficient in public and professional contact and have the ability to select and evaluate data and prepare clear and concise reports of findings. Excellent administrative and communicative and customer service skills.

**SALARY:** Pay Group S02 \$16.28-\$20.02/hr Based on Experience

**CLOSING DATE:** Open Until Filled

**START DATE:** Immediately

APPLICATIONS MANDATORY AND AVAILABLE ONLINE

<http://comalad.org/Employment>