

COMAL APPRAISAL DISTRICT JOB POSTING

DESCRIPTION

Position: Customer Service Specialist

Description: This position is responsible for receiving calls and answering questions about the district. This position also requires processing exemption applications; updating mailing addresses and agent records; scanning and filing documents; preparing mail outs.

REQUIREMENTS

Application submitted to Comal Appraisal District

Graduate of accredited high school or equivalent

Experience with customer service

BENEFITS

Paid bi-weekly rate	\$980.00 to \$1,269.00 (based on experience) (\$25,500 to \$33,000 annually)
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Job Type	Full Time Non-Exempt Salary
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Retirement Contribution	7% of Salary with 2.5:1 matching by CAD
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Health/Dental Insurance	Provided by CAD (Employee Only)
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Life Insurance	\$15,000 Provided by CAD (Employee Only)
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Paid Time Off	25 days accrued per year
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