



CORYELL CENTRAL APPRAISAL DISTRICT  
705 E. MAIN STREET  
GATESVILLE, TX 76528



**Office Administrator**

A position is available in Copperas Cove to join a professional organization and learn highly sought after knowledge and skills in the real estate industry that can provide lifelong career opportunities!

The Coryell Central Appraisal District is seeking to hire an experienced office administrator that can deliver a complete range of administrative duties from frontline customer service assistance to more complex duties which include advanced clerical activities, software data entry including analyzing reports, and assisting on-site appraiser personnel with projects related real estate appraisal. Knowledge of deed processing and GIS mapping would be a plus. This position requires the ability to assist others by applying knowledge and understanding in solving problems within assigned work area. Ideal applicant will be hardworking, intelligent, and capable of understanding the appraisal and exemption administration process and detailing this process to others. We will train the right candidates. Strong organization and computers skills required. Must be comfortable working in an office environment. Flexible schedule and generous benefit package included. Minimum salary starts at \$31,200 per year plus 10% matching contribution to retirement plan. Salary will increase based on experience and qualifications.

Benefits Include:

401(a) retirement plan with 10% matching contribution from Coryell CAD

Medical, dental, vision insurance 100% paid for by Coryell CAD

9/80 work schedule which allows for every other Friday off

12 vacation days plus 1 personal holiday per calendar year

12 sick days per calendar year

Candidate must have valid driver's license and reliable transportation

Interested parties should send a resume and application (available at [www.coryellcad.org](http://www.coryellcad.org)) to:

Julie Zobel  
Coryell CAD  
705 E. Main St  
Gatesville, TX 76528

Email resume and application to [jzobel@coryellcad.org](mailto:jzobel@coryellcad.org)

GATESVILLE OFFICE  
705 E MAIN ST  
254-865-6593 PHONE

[www.coryellcad.org](http://www.coryellcad.org)

COPPERAS COVE OFFICE  
202 E ROBERTSON AVE  
254-542-6960 PHONE



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**ESSENTIAL JOB FUNCTIONS**

- Shall report to the Chief Appraiser and others as assigned
- Review ownership changes and deed documents
- Gather, review and input data in the required software products utilized by the Coryell CAD
- Participate in the review and amending of the appraisal districts office filing process and organizational structure
- Review appraisal district records for accuracy and completeness
- Evaluate and analyze collected data to arrive at a market value conclusion
- Explain the exemption process and aid property owners with completing this process
- Read and interpret maps and improvement sketches
- General data entry as required
- Any other duties assigned by the Chief Appraiser or immediate supervisor

**QUALIFICATIONS**

Minimum qualifications include:

- Valid Texas driver's license with dependable vehicle transportation
- Basic math skills
- Ability to communicate effectively orally and in writing with the public as well as with co-workers
- Ability to work effectively both independently and with others
- Ability to organize and plan work effectively
- MS Office computer skills required
- Interest in Real Estate appraisal a plus

**ESSENTIAL PHYSICAL DEMANDS**

Requires sitting, standing, bending, kneeling, reaching, carrying, pushing and lifting up to 30 pounds in the office.

**ENVIRONMENTAL FACTORS**

Indoor office activity

**Salary is contingent on experience and qualifications.**

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