

# HIDALGO COUNTY APPRAISAL DISTRICT

Is accepting applications until  
February 10, 2023 for the position of

## **Data Entry Operator**

### **EDUCATION/EXPERIENCE:**

High School graduate or equivalent. Must have experience with the use of personal computers; must be able to type at least 60 wpm; must possess certain amount of mathematical aptitude; Ability to exercise judgment and make decisions within assigned functions.

### **MAJOR DUTIES:**

Under immediate supervision, performs varying and increasingly responsible data entry work. Enters required data, for value changes, ownership information, and land and improvement dimensions into an automated computer system for the Appraisal Rolls; Must be able to work overtime, if necessary to meet deadlines; Assists in other duties as assigned by the supervisor.

### **Benefits include:**

Health and Life Insurance (Provided by Employer)  
Retirement Program  
Paid Leave (Holiday, Annual and Sick days)

### **Send Resume to:**

Hidalgo County Appraisal District  
Mrs. Lydia Elizondo, Finance/Personnel Director  
P.O. Box 208  
Edinburg, TX 78540-0208

Hidalgo County Appraisal District is an Equal Opportunity Employer