

HIDALGO COUNTY APPRAISAL DISTRICT

Is accepting applications until
January 24, 2024, for the position of

Data Entry Operator

EDUCATION/EXPERIENCE:

High School graduate or equivalent. Must have experience using personal computers; must be able to type at least 60 wpm; possess a 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.

Salary:

\$28,000.00

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