

HIDALGO COUNTY APPRAISAL DISTRICT

Is accepting applications until
March 28, 2025 for the position of

Deeds Specialist

EDUCATION/EXPERIENCE:

High School graduate or equivalent. Must have experience using personal computers; Ability to verify drawings of outlines of property metes and bounds; performs land calculations and allocates established land rates to the separated and/or combined parcels; writes routine legal descriptions; verifies computer input and output to ensure correctness; Ability to exercise judgment and make decisions within assigned functions.

MAJOR DUTIES:

Under immediate supervision, performs routine separations and combinations of recorded plats, lots, and parcels of properties. Must be able to meet and communicate with the public to gather correct information; Must be able to work overtime, if necessary to meet deadlines; Assist in other duties as assigned by the supervisor.

Salary:

\$34,000 - \$40,000

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