

**HIDALGO COUNTY
APPRAISAL DISTRICT**

Is accepting applications until
October 11, 2024, for the position of

Exemptions Specialist

EDUCATION/EXPERIENCE:

High School graduate or equivalent. Must have extensive knowledge and experience with the use of computers; Ability to meet and deal tactfully with the public. Ability to exercise judgment and make decisions within assigned functions; ability to prepare reports and correspondence; perform clerical duties and other related work as required

MAJOR DUTIES:

Under immediate supervision, performs assigned technical and administrative work; performs average functions in maintaining and updating the Property Tax Exemptions files; performs related work duties which may be assigned commensurate with the position; work is closely reviewed for accuracy and completeness. Must be able to work overtime, if necessary to meet deadlines.

Salary:

\$30,000 - \$32,000

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