

## **Clerical Position**

The Uvalde County Appraisal District is looking for a highly enthusiastic and self-motivated person with bookkeeping or accounting background for an opportunity to learn new skills and acquire property appraisal and tax collection knowledge. Some of the duties include but not limited to: answering phone, data entering, assisting with bookkeeping functions, scan documents, filing, shredding, assist with mail-outs, and any other task assigned by the appraiser and collection supervisor to advance the work process.

Work hours are Monday through Friday. 8:00 AM to 5:00 PM. The salary for this position is \$11.00 an hour with benefits after the probation period. We are an "AT Will" Employer.

Interested applicants please submit application to:

**Uvalde County Appraisal District  
209 North High St  
Uvalde, TX 78801**