



BLANCO COUNTY APPRAISAL DISTRICT

615 N. Nugent Ave. Johnson City, TX 78636
Phone: 830-868-4013 Fax: 830-868-7330



Tax Collector Position

Position: Tax Collector **Posted Date:** 10/18/2023 **Closing Date:** When Filled

Education Requirement: High School Diploma required. Bachelor's degree from accredited college or university preferred. Work experience in Banking, Collections or Accounting may be substituted for college degree.

Job Description: This position is responsible for but not limited to collection of property tax payments, balancing, processing, and dispersal of ad valorem tax payments to all taxing entities included within the Blanco County Appraisal District, working closely with taxing entities regarding reporting to validate ad valorem dispersals. Levy collection and dispersal will require learning specific computer program along with normal accounting software. Tax collector will also be responsible for working with appraisal staff to assist with deed processing, ARB paperwork and field inspection assistant as needed during levy off-season.

Job Requirements:

- Be able to register with Texas Department of Licensing and Regulation and obtain an RTC designation within five (5) years
- Possess a valid Texas driver's license and be insurable through the district's insurance provider
- Proficient computer skills and strong math skills, proficiency in QuickBooks required, Microsoft Office a plus
- Great communication skills
- Strong work ethic and honesty
- Be willing to submit background check and drug testing
- Be able to provide excellent customer service and work well with other employees and general public
- Must be organized and be able to perform job functions independently

Essential Physical Demands: Requires sitting, walking on all types of terrain, climbing, standing, driving vehicle, bending, kneeling, reaching and twisting upper body. Must be able to lift up to 40 pounds. The position requires considerable concentration, ability to manage time effectively and work without supervision. It is subject to stress caused by a changing public environment, diversity in the organization, heavy workload, high call volume, and mandatory deadlines. Requires the ability to assess information, ask questions, make decisions, and execute assignments.

Work Schedule: Hours are Monday through Friday 8:00 am to 4:30 pm

Pay and Benefits: This is a salaried position with the salary based on experience. Benefits include medical insurance, retirement plan, sick leave, and vacation.

Please email application, cover letter and resume if available to Candice.fry@blancocad.com or mail to:

Blanco County Appraisal District/ Job Opening
Attn: Candice Fry, Chief Appraiser
P.O. Box 338
Johnson City, TX 78636

Blanco County Appraisal District is an equal opportunity employer