



FORT BEND CENTRAL APPRAISAL DISTRICT

JOB DESCRIPTION

Position Title:	Office Associate	FLSA Category:	Non-Exempt
Division:	All Divisions	Position Type:	Seasonal
Reports to:	Director		

This job description is not an employment agreement, contract agreement, or contract. Management has the exclusive right to alter this job description at any time without notice. This job description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Essential Functions: *(Essential functions require presence in the workplace on a regular basis. In order to accomplish this, regular attendance MUST be maintained. This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent. Incumbent is expected to perform other related duties, as assigned.)*

- Perform clerical functions such as data entry, filing, correspondence, record maintenance, and scanning.
- Conducts property owners or public contacts in a friendly, courteous, and consistent manner at all times.
- Performs other tasks and assignments as may be assigned from time to time.

Minimum Qualifications & Requirements:

- High School diploma or equivalent.
- Ability to communicate effectively orally and in writing.
- Ability to operate a personal computer.
- Intermediate to advanced proficiency with Microsoft Office.