



Cochran Central Appraisal District

109 S.E. 1st Morton, Texas 79346 806-266-5584 www.cochrancad.com

Official Posting of Available Position for Immediate Hire

Second Deputy

Duties and Responsibilities

The First Deputy is responsible to:

- Perform the functions and activities associated with the day-to-day operations of Cochran Central Appraisal District.
- Act as the Deed Clerk for Cochran Central Appraisal District.
- Act as the Office Clerk.
- Greet the public warmly and answer phones.
- Sort and distribute incoming mail and prepare outgoing mail (envelopes and packages, etc.).
- Operate office machines like personal computers, scanners, photocopiers, and voice mail system.
- Demonstrate a knowledge of the Appraisal District process.
- Help the public with all application processes.
- Preform all duties assigned.

Training and Experience

- This position currently does not require the applicant to become a licensed appraiser. Although, the applicant must be able to attend overnight training, this will require some travel.
- Applicant should be efficient in Microsoft Word and Excel.
- Applicant will be trained as a Deed Clerk and an Office Clerk.
- Applicant must learn to use all equipment provided by the Appraisal District to aid in the mass appraisal and adapt to computer software used by the district. Read and understand plats, deeds, sales contracts, settlement statements, appraisal roll, appraisal manuals, inter-office communications, various CCAD reports, and correspondence from taxpayers. They must maintain a good working relationship with all taxing entities.

Education

- Graduate from High School or a GED is mandatory for the position.

Salary is based on experience, and this is a full-time position, and does include retirement and health insurance.



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APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you related to anyone who is on the governing board of any Taxing Unit in Cochran County?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Additional Skills:

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

Please attach a current resume to application.