

# **EMPLOYMENT OPPORTUNITY**

## **ADMINISTRATION ASSOCIATE / CUSTOMER SERVICE**

Effective January 6<sup>th</sup>, 2026

The Grayson Central Appraisal District has an opening for an **Administration Associate / Customer Service Representative**. This position reports directly to the Supervisor of Administration. The position requires a variety of Customer Service and Office functions. Attention to detail and accuracy are crucial in this role.

**Position Description:** Customer Service (in-person, email, and telephone), ARB Secretary (record hearings and keep appropriate records), Data Entry (Printing, Scanning, and Entering Documents using CAMA system), Research (Investigating Deed and Exemption Information), Other Duties as may be assigned by the Chief Appraiser or Supervisor of Administration.

**Qualifications:** Employee must be proficient in Microsoft Applications and have good mathematical and grammatical skills. Employee must be able to work in harmony with other employees and function as a team player.

**The employee must exercise considerable diplomacy when interacting with the public.**

The employee may be required to lift 10-30lbs. Hours are 7-4 or 8-5 Monday through Friday. Occasional overtime may be required. Vacations generally are not allowed during the months of May, June, and July.

**Salary & Benefits:** \$32,000 - \$42,000 per year , commensurate with qualifications. Benefits include employee health insurance, retirement plan, vacation, holidays, etc. Advancement potential based on merit.

Please address all resumes and inquiries to:

Grayson Appraisal District  
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