

# Welcome to Uvalde County Appraisal District

## NOW HIRING

### Tax Collection Clerk I

The Uvalde County Appraisal District (UCAD) is looking for a highly enthusiastic and self-motivated person with experience as a cashier, bookkeeper and/or accounting clerk. UCAD offers candidates an opportunity of a new career, and to learn new skills, acquire property appraisal and tax collection knowledge. Candidate must be willing to attain state certification as “Registered Tax Assessor/Collector” during a 5-year period. Some of the duties include but not limited to: collection of property taxes, processing of owner’s property exemption forms, providing tax statements, coordinating with delinquent tax attorney, issuance of tax certificates, processing return mail, customer service in person, email, or over the phone, and any other task assigned by the immediate supervisor to advance the work process.

Work hours are Monday through Friday 8:00 AM to 5:00 PM, with overtime requirement as needed. The salary range for this position is \$13.94 to \$14.90 per hour, depending on experience and qualification, with benefits after the probation period. UCAD is an equal opportunity employer, and employees are “AT Will”.

Interested applicants please  
submit application to:

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



EQUAL OPPERTUNITY EMPLOYER