



Lamesa
Press



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HELP WANTED

DAWSON COUNTY CENTRAL APPRAISAL DISTRICT
1806 LUBBOCK HWY
P.O. BOX 797
LAMESA, TEXAS 79331

The Dawson County Central Appraisal District is now accepting applications for a Full Time Collections Clerical Clerk. Applicant must have a high school diploma or its equivalency. Be proficient with Microsoft Office and Windows based computer applications as well as all other office machinery. Applicants must have a good attitude in general, be able to work with others well, be able to problem solve. This position entails knowledgeable practice of reporting, balancing (money handling) tax payments, data entry research and being able to perform multiple tasks with a degree of accuracy. This office is a fast-paced environment seeking an individual who can handle a challenge, has high ethical and work standards, well organized and dependable, with a professional appearance, attitude and possess excellent communication skills. Individual must be willing to accept responsibilities involving both confidential and public information. Prefer Registered Texas Collector certification. Salary Commensurate on knowledge. Applications may be obtained at the Dawson County Central Appraisal District located at 1806 Lubbock Highway, Lamesa, Texas. or at www.dawsoncad.org

After return of application and resume, Applicants need to make arrangements for testing with the Texas Workforce Solutions at 432-367-1441 or E-Mail to Yanni.jones@workforcepb.org
PLEASE BE PREPARED FOR A BACKGROUND CHECK AND A CREDIT CHECK

Applications will be taken through September 8, 2020 or until position is filled.

**DAWSON COUNTY CENTRAL APPRAISAL DISTRICT
P.O. BOX 797
LAMESA, TEXAS 79331**

Office:
1806 Lubbock Hwy
Lamesa, Texas 79331
Fax: 806-872-2364
E-mail: dcad1@windstream.net
Website: dawsoncad.org

Phone:
806-872-7060
806-872-8894
806-872-8895

ATTENTION APPLICANT

BoardMembers

Chairman:
Jerry Don Adams

Secretary:
Reggie Hambrick

Directors:
Mike Jones V/C
Ronald Brown
Ronald (Rusty) Cozart
Don Bethel

Staff

Chief Appraiser:
Norma J Brock
R.P.A., R.T.A. R.T.C., C.T.A. C.C.A

Bookkeeper:
Erma Almos

Collection Clerk
Isabell Salazar

Collection Clerk
Elizabeth Martinez

Thank you for your interest in the Dawson County Central Appraisal District in which there is a **Collections Clerks** position opening at this time.

Beginning salary commensurate based on knowledge, starting at minimum wage.

Only applicants that have followed all requests and instructions carefully will be considered.

Applications will be taken through September 8, 2020.

Please contact Texas Workforce Solutions at 1-432-367-1441 or e-mail yanni.jones@workforcepb.org for testing.

Thank You
Chief Appraiser

DAWSON COUNTY CENTRAL APPRAISAL DISTRICT, LAMESA, TEXAS 79331

Application For Employment

PLEASE PRINT. APPLICATION MUST BE FULLY COMPLETED. INCOMPLETE APPLICATIONS MAY NOT BY CONSIDERED. RESUMES MUST BE ATTACHED.

Date of Application _____

PERSONAL

Position(s) Applied for _____

Name _____ Social Security # _____
Last First Middle

Address _____
Number Street City State Zip

Telephone# () _____ Alternate Phone # () _____ Driver's License # _____

Are you legally eligible for employment in the USA? Yes () No () DOB _____

Are you employed now? Yes () No ()

Are you looking for full time employment? Yes () No () E-Mail _____

Are you willing to work hours other than 8:30 – 5? Yes () No ()

On what date would you be available to work? _____

Can you travel and attend schools if the job requires it? Yes () No ()

Do you have any relatives working for the Dawson County Central Appraisal District or serving on its Board of Directors or on its Appraisal Review Board? Or in any entities that the Dawson County Central Appraisal District serves?
 Yes () No ()

EDUCATION

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12

Did you graduate from high school? Yes () No ()

If no, did you receive your GED? Yes () No ()

Type of School	Name and Location of School	Dates Attended				Major/ Minor Fields of Study
		From		To		
		Mo	Yr	Mo	Yr	
High School						
Undergraduate Colleges or Universities						
Technical, Vocational, or Business Schools						

Do you speak a language other than English? Yes () No ()

If yes, what other language do you speak? _____

Do you write in a language other than English? Yes () No ()

If yes, what language? _____

Application For Employment

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Date of Application _____

EMPLOYMENT EXPERIENCE

Start with your present or last job.

Employer	Telephone ()	Date Employed		Work Performed
		From	To	
Address				
Job title		Hourly Rate/ Salary		
		Starting	Final	
Supervisor	May we contact? Yes () No ()			
Specific reason for leaving				
Employer	Telephone ()	Date Employed		Work Performed
		From	To	
Address				
Job title		Hourly Rate/Salary		
		Starting	Final	
Supervisor	May we contact? Yes () No ()			
Specific reason for leaving				
Employer	Telephone ()	Date Employed		Work Performed
		From	To	
Address				
Job title		Hourly Rate/Salary		
		Starting	Final	
Supervisor	May we contact? Yes () No ()			
Specific reason for leaving				

Special Training/ Skills/Qualifications: List all job related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware, etc.

Mark software applications you have used: Quicken _____ QuickBooks _____ MS Word _____ MS Excel _____
 MS PowerPoint _____ GIS Mapping _____

List other software applications you have used or are proficient in:

DAWSON COUNTY CENTRAL APPRAISAL DISTRICT, LAMESA, TEXAS 79331

Application for Employment

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Date of Application _____

PERSONAL REFERENCES

Give the names of three references (NOT a former employer or relatives), whom you have known at least one year.

Name	Address & Phone #	Years Acquainted

Have you ever been convicted of a felony or subjected to a deferred adjudication on a felony charge? Yes () No ()
If your answer is "Yes", explain in concise detail on a separate sheet of paper, giving the dates and nature of the offense, the name and location of the court, and the disposition of the case(s). A conviction may not disqualify you, but a false statement will.

(PLEASE SIGN, DATE, AND SUBMIT WITH YOUR APPLICATION, ALONG WITH YOUR RESUME, A COPY OF YOUR VALID SOCIAL SECURITY CARD AND A COPY OF YOUR VALID DRIVERS LICENSE TO BE CONSIDERED FOR EMPLOYMENT)

YOU COULD BE SUBJECT TO A BACKGROUND CHECK AND A CREDIT CARD CHECK IF CHOSEN TO INTERVIEW.

PLEASE READ CAREFULLY BEFORE SIGNING

The information I have given in this application is true and correct to the best of my knowledge and belief. I understand that Omitting or misrepresenting information could result in failure to consider this application. I also understand that if I am hired and Omissions or misrepresentations later come to light, I could be immediately dismissed.

Either the employee or the employer may end the employment relationship at will at any time during or after the probationary Period, with or without cause or advance notice

This application for employment shall be considered active for a period of time not to exceed 120 days. Any applicant wishing to be Considered for employment beyond this time period should inquire as to whether applications are being accepted at that time.

Signature of Applicant

Date

Printed Name

**DAWSON COUNTY APPRIASAL DISTRICT
DUTIES AND RESPONSIBILITIES
(but not limited to)
FOR FULL TIME
SECRETARY/ TAX COLLECTIONS CLERK**

It is my understanding that I am applying for the position of Secretary/Tax Collections Clerk with Dawson County Central Appraisal District. If I am selected for this position, I will be expected to perform the duties and accept responsibilities that include but are not limited to the following: Will be subject to a background check, and or a credit check and there can be no indebtedness to any of the entities the Appraisal District serves.

GENERAL

Possess pleasing personality through telephone and one-on-one contact with customers.
Assist customers by telephone and walk-in traffic.
Understand that the customer comes first whether on phone or in house.
Ability to perform basic mathematical skills (e.g. problem solving, percentages, square footage, figure homesteads, etc.)
Ability to operate general office equipment (e.g. postage machine, telephone system, printers, fax, copier, scanner)

COMPUTER DATA ENTRY

General understanding and experience in the operation of PC network system.
Knowledge and experience in using PC based programs (e.g. Microsoft Word, Excel)
Ability to learn Tax Appraisal and Tax Collection Software.

PROPERTY ACCOUNT MAINTANENCE

Ability to read and locate properties on city and county maps.
Research property information and maintain current property file system.
Have a general understanding of acres, AG land, and sections.

ACCOUNTING

Ability to operate ten-key calculator with high degree of accuracy.
Accept, receipt, balance and process tax payments by mail and walk in traffic.
Balance daily cash drawer, to a zero balance.
Balance, prepare, and scan checks for daily bank deposits.

I also understand that if I am selected for a personal interview that I will be expected to complete a basic skills test that will include basic mathematical skills and problem solving skills that are necessary to perform the duties for the position for which I am applying.

APPLICANT

DATE

(PLEASE REMIT RESUME AND SIGN, DATE, AND SUBMIT WITH YOUR APPLICATION FOR EMPLOYMENT)