

ARB Coordinator/Senior Records Tech

The ARB Coordinator/Senior Records Tech is responsible for hearing management of ARB protest hearings and scheduling, maintain accurate records of no shows, withdrawals, informal hearing results, and formal hearing results, process exemption requests, provide general customer service and perform other tasks as assigned.

General office and computer skills are necessary along with excellent communication skills and the ability to work with the public. Salary is contingent upon qualifications and experience.

The district offers an excellent benefits package.

Please submit resumes (including references) to:

email: mdavis@fallscad.net

Or mail to
Falls County Appraisal District
Martha Davis, Chief Appraiser
403 Craik Street
Marlin, Texas 76661

Resumes will be accepted until the position is filled.