

# TARRANT APPRAISAL DISTRICT TEMPORARY EMPLOYMENT OPPORTUNITY

**Position Title**

ARB Summer Internship

**Class Code**

6-8000/Adm

**Job Posting Date**

2/25/2025

**Examples of Job Duties/Responsibilities**

- Accurately and timely perform basic computer data entry from original copied, and other documents
- Open, stamp, sort and distribute large volumes of mail
- Answer incoming phones lines, to queue persons appearing for Tarrant Appraisal Review Board (TARB) hearings
- Interact with personnel and public
- Review, prepare, scan, and index documents into imaging system
- Perform other duties as assigned

**Education Requirements**

- High school diploma or GED
- Basic computer skills, excel and word
- Actively enrolled as a full-time college student
- Or, recent December '24 or May '25 graduate

**Other Requirements**

- Organized
- Ability to maintain regular and timely attendance
- Ability to follow verbal and written instruction
- Must work well with others
- Beginning on or around May 13<sup>th</sup>, must be able to work 40hour weeks

**Salary**

- \$20.00 per hour, 40 hours per week.
- Temporary position from approximately April 14<sup>th</sup> – July 25<sup>th</sup>

**Benefits**

- This is a summer internship position. It will provide an introductory view into the Texas Property Tax System. Semi-flexible start date, beginning on or around April 14<sup>th</sup>, depending on work volume. April 14<sup>th</sup> – May16<sup>th</sup> will be flexible, part time work schedule, depending on academic class schedule. Applicant must be available for full time, 40 hour weeks, starting May 19<sup>th</sup>. The position will end no later than July 25, 2025. You will assist the TARB support staff with daily duties.

**Apply online at:**

<https://www.tad.org/about/careers/>

**Completed applications will be accepted until all positions are filled.**

- Conditions of Employment: Previous employment and any additional qualifications will be subject to verification.
- Persons selected for certain positions must pass a drug test before job placement. If driving is a job requirement, a driver's license and driving record check will be conducted.
- Criminal background checks will be conducted prior to job placement.

**The Tarrant Appraisal District is an equal employment opportunity employer.**