

October 21, 2026



Full-Time Clerical Position / Appraiser in Training

Coleman County Appraisal District has an immediate opening for a full-time clerical position. The district is seeking a highly motivated professional to join a small, dedicated team that serves a high volume of local residents and community members daily. This position is ideal for an individual looking to launch a stable career with clear opportunities for professional advancement.

Required Basic Skills & Qualifications:

- **Customer Service:** Strong communication and interpersonal skills for heavy public interaction.
- **Technical Skills:** Proficiency with Microsoft Office software and accurate data entry.
- **Mathematical Skills:** Above-average math skills for data analysis and calculations.
- **Fieldwork Readiness:** A reliable vehicle and a willingness to work outdoors in inclement weather.
- **Preferred Asset:** Experience with ownership deeds/records and reading maps is a plus.
- **Preferred Asset:** Having or working toward a Registered Professional Appraiser (RPA) designation is a plus.

Professional Development & Certification:

Candidate must have a high school diploma or equivalency. This position requires the employee to obtain a **Registered Professional Appraiser (RPA)** certification through the **Texas Department of Licensing and Regulation (TDLR)**. This certification represents a **3-to-5-year commitment** and requires regional travel for classes within a **2-to-3-hour radius** of Coleman County. Once the certification is completed, periodic mandatory continuing education is required to maintain licensure.

Benefits & Compensation:

The district offers an excellent benefit package and will fully fund all required education and travel expenses for obtaining the RPA certification. Salary is commensurate with qualifications and experience.

How to Apply:

Serious inquiries only. Please send your resume to:

Eva Bush, Chief Appraiser
Coleman County Appraisal District
105 S. Commercial
Coleman, TX 76834
Email: ebush@colemancad.net.