

**Records Clerk – Wheeler Central Appraisal District** Wheeler CAD is seeking a detail-oriented Records Clerk to provide front-line customer service and administrative support. Responsibilities include reception duties, deed/ownership changes, data entry, exemption file maintenance, and assisting during the annual protest period. Strong communication skills, professionalism, and accuracy are essential. Must obtain the Registered Professional Appraiser (RPA) certification. Competitive pay and training provided.

**Minimum Requirements:** High school diploma/GED, computer proficiency, strong customer service skills. **Starting Date:** June 1, 2026