



Jones County Appraisal District
P: (325) 823-2422
1137 E Court Plaza
PO Box 348
Anson, TX 79501

The Jones County Appraisal District is hiring an Administrative Assistant.

Duties include: bookkeeping responsibilities in QuickBooks Online software, distribution of entities funds collected, and some other clerical duties.

Applicants must be able to pass a background check, have experience with QuickBooks, basic bookkeeping knowledge and general clerical skills.

Must have a pleasant, positive personality and good communication skills.

Salary based on experience. Jones CAD does not offer medical insurance, but we do offer paid time off and retirement.