

JOB OPENING

POSITION: STAFF ATTORNEY

DEPARTMENT: ADMINISTRATION

The Galveston Central Appraisal District is accepting applications for the position of Staff Attorney. Responsibilities will include: Provide legal guidance and support to the Chief Appraiser and the members of the Board of Directors. Research cases by interviewing witnesses, reading depositions, reviewing evidence and speaking with the Chief Appraiser and the Board of Directors to determine the best strategy for defense. Review and analysis all legal document pertaining to the any and all lawsuits that are filed against the Galveston Central Appraisal District. Review all legal contracts before approval is considered. Willingness to travel and ability to meet deadlines.

Applicant must be Board Certified and five years as a practicing attorney preferred. Experience in Property Appraisal a plus. Excellent verbal and written communication skills required along with the ability to work closely with district staff, elected officials, taxing entity personnel and property owners.

The salary will be contingent upon experience and qualifications.

Send application and/or resume and cover letter detailing experience to:

Galveston Central Appraisal District
Attn: Human Resources
9850 Emmett F. Lowry Expressway, Suite A
Texas City, Texas 77591

Accepting applications and/or resume until position is filled.