

# Database Administrator Position

**Description & Details:** the position requires considerable concentration, ability to manage time effectively and work without supervision. It is subject to stress caused by a changing public environment, diversity in the organization, heavy workload, high call volume, and mandatory deadlines. Requires the ability to assess information, ask questions and execute assignments.

Responsible for daily interaction with the Texas State Comptroller Office, and the taxing jurisdictions for Navarro County, on the telephone, and by email, along with clerical duties.

**Requirements include:**

- Tremendous work ethic and honesty
- Good communication skills
- Proficient computer skills with importing and exporting data records
- Proficient with SQL querying database
- Proficient with Microsoft Excel and Word
- Submit to background check and drug testing
- Education: High School diploma required. Preference given to education attained beyond high school level.

**Essential Physical Demands:** Requires sitting, walking, and standing, bending, kneeling, reaching and twisting upper body. Must be able to hear and speak both in person and by phone. Must be able to see and read fine print and lift up to 40 pounds.

**Work schedule:** Hours are Monday through Friday from 8 am to 5 pm.

**Pay and Benefits:** This is a salaried position with the salary based on experience. Benefits include medical, vision, and dental insurance, retirement plan, sick leave and vacation.

Applicants must be willing to undergo drug testing and background checks that are in accordance with local laws.

***Navarro Central Appraisal District is an equal opportunity employer.***

**How to Apply/ Contact**

You may email your resume and application to [kelly.lawhon@navarrocad.com](mailto:kelly.lawhon@navarrocad.com) or mail to:

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