



TRAVIS CENTRAL APPRAISAL DISTRICT

Human Resources Division

PO Box 149012 Austin Tx 78714-9012

Office at: 8314 Cross Park Dr, Austin Tx 78754 (512) 834-9317 TDD (512) 836-3328

www.traviscad.org

JOB OPPORTUNITIES

Date: June 2009

Closing Date: Open Until Filled

Division: Commercial Appraisal

Job Title: Commercial Appraiser

Job Order No:

Salary: Dependent on Qualifications

ESSENTIAL JOB FUNCTIONS:

The Commercial Appraiser will perform the functions and activities associated with the appraisal of assigned commercial properties to include office and field work. Essential duties include:

- Inspect, measure, collect data, analyze and apply appropriate valuation techniques to commercial real estate properties in Travis County.
- Document appraisal in written form, which includes the appraiser's opinion of the property's value, relevant market data, and income information with supporting analysis.
- Maintain current knowledge of real estate values and property developments to ensure that valuations conform to current market prices
- Make progress and conformance inspections of construction properties to ensure that completed improvements are keeping with the original intention assumed in the appraisal.
- Directly interface with attorneys, litigation appraisers, and expert witnesses in order to provide data and analyses necessary for lawsuit and arbitration resolution.
- Represent the District in informal and formal protest hearings.

QUALIFICATION REQUIREMENTS:

- Possession of a bachelor's degree from an accredited college or university preferably in Real Estate. Work experience may be substituted for a college degree
- Prefer a Registered Professional Appraiser with the Board of Tax Professional Examiners or be able to pursue and obtain within 5 years. Possession of a MAI and/or Real Estate Broker's license is a plus.
- Experience in real estate fee or mass appraising, sales, leasing, property management, building or development a plus.
- Extensive knowledge and experience in the application of the Income Approach with commercial properties is a plus.
- Ideal candidate should be able to communicate effectively orally and in writing, and have the ability to operate a personal computer.
- Must be authorized to work in the US, have reliable transportation, a valid Texas Driver's License, proof of liability insurance and a verified driving record.

The final candidate will be subject to a background check.

Essential Physical Demands: Sitting, standing, kneeling, bending, reaching, twisting upper body, carrying, pushing and lifting up to 30 lbs in the office.

Applications will be accepted until the position is filled.

Resumes are welcomed. You must submit a completed employment application before an interview will be granted.

The Travis Central Appraisal District is an equal opportunity/affirmative action employer. The Travis Central Appraisal District does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.