



TRAVIS CENTRAL APPRAISAL DISTRICT

Human Resources Division

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www.traviscad.org

JOB OPPORTUNITIES

Date: October 12, 2009

Closing Date: October 31, 2009

Division: Land/Ag

Job Title: Land/Ag Appraiser

Job Order No: 20091001

Salary: Dependent on Qualifications

ESSENTIAL JOB FUNCTIONS: Will perform the functions and activities associated with the appraisal of assigned urban (commercial and residential) and rural land, as well as special valuation of agricultural and wildlife properties in compliance with generally accepted appraisal methodology, Uniform Standards of Professional Practice, and the Texas Property Tax Code. Including both office and field work, duties include inspection, data collection, market analysis, application of appropriate valuation techniques, as well as representing the Appraisal District in informal and formal protest hearings.

QUALIFICATION REQUIREMENTS:

- College degree or equivalent.
- Real estate appraisal experience.
- Must have reliable vehicular transportation, a valid Texas operator license, proof of liability insurance, and a verified, good driving record

The successful candidate should have knowledge of land development, site planning, subdivision and zoning; and be familiar with Travis County. Experience in the Texas Property Tax system a plus. State appraisal certification and/or real estate license a plus. Knowledge of farming and ranching operations a plus.

Ability to perform mathematical and statistical analysis. Ability to classify property accurately by its characteristics and to record observations. Ability to communicate effectively both orally and in writing. Ability to learn and use appraisal and office (including Excel and Word) software. Ability to work independently and with others. Ability to organize and plan work effectively. Commitment to providing exceptional public service.

THE FINAL CANDIDATE WILL BE SUBJECT TO A BACKGROUND CHECK.

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

Environmental factors: Sedentary indoor activity during valuation and protest hearings. Walking on level and uneven terrain, as well as exposure to outdoors during fieldwork: wind, high humidity, extremes of temperature.

The final candidate will be subject to a background check.

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

Applications will be accepted until the closing date until 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.