



TRAVIS CENTRAL APPRAISAL DISTRICT

Human Resources Division

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www.traviscad.org

JOB OPPORTUNITIES

Date: June 2009

Division: Residential Appraisal

Job Order No:

Closing Date: When filled

Job Title: Residential Appraiser

Salary: Dependent on Qualifications

ESSENTIAL JOB FUNCTIONS:

The Residential Appraiser is responsible for the appraisal of residential accounts and interacting with taxpayers to resolve problems and settle values. Other duties include:

- Accurately measure properties and gather information and characteristics necessary to complete an appraisal for properties in Travis County.
- Conduct reappraisal activities to accurately records changes to properties as well as to evaluate their condition in order to establish fair market values.
- Carefully review reports to ascertain the accuracy of field work for accurate and equitable fair market values.
- Review real property renditions, take appropriate action and respond to taxpayer inquiries.
- Negotiate and settle value disputes with property owners and/or property tax consultants.
- Represent the District before the Appraisal Review Board as necessary.

QUALIFICATION REQUIREMENTS:

- Possession of a bachelor's degree from an accredited college or university preferably in Real Estate or Appraisal. Acceptable work experience may be substituted for a college degree.
- Must be 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.
- 3 or more years of experience in fee or mass appraising. Experience in sales, leasing, property management, building, development, or mortgage lending a plus.
- Knowledge of factors, techniques, methods, and principles involved in the appraisal of residential property including pertinent principles and guidelines set forth in Texas Property Tax Code and Uniform Standards of Professional Appraisal Practice is preferred.
- Should have the ability to read, analyze, and interpret closing statements, surveys, title insurance, AJA or other documents as well as the ability to respond effectively to inquiries or complaints orally and in writing.
- 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.

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.