



TRAVIS CENTRAL APPRAISAL DISTRICT

Human Resources Division

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www.traviscad.org

JOB OPPORTUNITIES

Date: July 2018

Closing Date: Open until filled

Job Order No: 2018145302

Division: Residential Appraisal

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. 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 record 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
- Recognize confidential information and safeguard it.
- Work in the office Monday – Friday 7:45 am to 4:45 pm with additional hours as needed.
- Conduct field work in various geographical areas of Travis County as assigned.
- Meet deadlines.
- All other duties as assigned.

QUALIFICATION REQUIREMENTS:

- Possession of a bachelor's degree from an accredited college or university preferably in Real Estate, Appraisal, or Statistics. Work experience in may be substituted for a college degree.
- Thorough technical knowledge of advanced real property valuation techniques preferred.
- Must be able to register with the Texas Department of Licensing and Regulation and obtain a Level IV RPA within five (5) years.
- Experience in mass appraisal, fee appraisal and/or experience in real estate sales, leasing, property management, construction, development, mortgage lending or building inspection highly desirable
- 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 preferred.
- Should have the ability to read, analyze, and interpret closing statements, surveys, title insurance, or other documents as well as the ability to respond effectively to inquiries or complaints orally and in writing.
- Prefer solid intermediate to advanced proficiency with Microsoft Office.
- Must be proficient in advanced mathematics and analysis.
- 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.
- Must have stable job history.
- Spanish bilingual ability desirable.

The final candidate will be subject to a background check.

Essential Physical Demands: Requires sitting, walking on all types of terrain, climbing, standing, driving vehicle, bending, kneeling, reaching and twisting upper body. Must use hands for data entry much of the work day. 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. 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, make decisions, and execute assignments.

Environment Factors: Indoor activity and outdoor activity in all types of weather conditions. Frequent exposure to video display computer terminal. Interface with the public. Moderate stress levels are constant with occasional significant stress. Employee must be able to work extended hours and weekends as needed.

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, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, military service, AIDS or HIV status, ancestry, national or ethnic origin and any other characteristic protected by law.

For consideration please submit a resume for review in PDF. Applicants selected for interview will complete an application at the time of the interview.