



TRAVIS CENTRAL APPRAISAL DISTRICT
Human Resources Division

JOB OPPORTUNITY

Date: September 2019

Closing Date: 09/30/2019 or until filled

Job Order No: 2019120102

Division: Administration

Job Title: Litigation Appraiser

Salary: Dependent on Qualifications

ESSENTIAL JOB FUNCTIONS:

Under the general direction and supervision of the in-house attorney performs complex analysis for residential and commercial properties for State Office of Administration Hearings, district court, binding arbitration, settlement offers, settlement conferences and mediations; expert witness testimony may be required. Testifies at State Office of Administration Hearings, district court, and binding arbitration. May represent the district before the Appraisal Review Board during the protest season. Must recognize confidential information and safeguard it. Performs all other duties as assigned.

QUALIFICATION REQUIREMENTS:

- MAI Designated member of the Appraisal Institute or State Certified General Appraiser
- Possession of a bachelor's degree from an accredited college or university preferably in real estate, finance or business administration. Acceptable work experience may be substituted for a college degree
- Must be able to register with the Texas Department of Licensing and Regulation and obtain a Level IV RPA within five (5) years
- Possession of real estate broker's license desirable
- Five or more years of experience in fee or mass appraising. Experience in sales, leasing, property management, building, development, or mortgage lending a plus
- Must have knowledge of factors, techniques, methods, and principles involved in the appraisal of commercial property including pertinent principles and guidelines set-forth in Texas Property Tax Code and Uniform Standards of Professional Appraisal Practice
- Must 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
- Authorization to work in the US, reliable transportation, valid Texas Driver's License, proof of liability insurance & verified good driving record

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 and drawing, have the ability to see and read fine print as well listen to, and speak with customers verbally and in writing. Must be able to lift up-to-thirty 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, execute assignments and meet deadlines.

Environment Factors: Indoor 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.

