



TRAVIS CENTRAL APPRAISAL DISTRICT
Human Resources Division

JOB OPPORTUNITY

Date: January 2020 **Closing Date:** February 14, 2020 or until filled **Job Order No:** 2020142301
Division: Commercial Appraisal **Job Title:** Business Personal Property Appraiser **Salary:** Grade 5

ESSENTIAL JOB FUNCTIONS:

The appraiser will perform the functions and activities associated with the appraisal of assigned business personal property, in compliance with generally accepted appraisal methodology, Uniform Standards of Professional Practice, and the Texas Property Tax Code. Duties include but are not limited to: inspection, data collection, market analysis, application of appropriate valuation techniques, as well as representing the Appraisal District in informal and formal protest hearings

- Collects and updates property data during the field discovery cycle while reviewing appraisal records for their accuracy and completeness.
- Analyze property data and renditions
- Explains and defends appraisals to owners, agents and the appraisal review board during the appeals cycle, making value adjustments as needed.
- Other duties as assigned.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree from an accredited college or university. Work experience in Real Estate, Appraisal, or Accounting 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
- Acceptable typing skills required, typically 35 words per minute, prefer 10-key by touch
- Ability to accurately classify property by characteristics and update property records based upon on-site observations
- Ability to effectively communicate orally and in writing
- Provide excellent professional customer service and work effectively with other employees and the general public
- Must be organized and able to perform required job functions both independently and with others
- Prefer intermediate to advanced proficiency with Microsoft Office
- Prefer advanced mathematical and analyses proficiency
- 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
- Bilingual ability (Spanish) 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 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 submit resume in PDF format with salary requirements to: hr@tcadcentral.org
Applicants selected for interview will complete an application at the time of the interview.