



TRAVIS CENTRAL APPRAISAL DISTRICT
Human Resources Division

JOB OPPORTUNITY

Date: August 2020 **Closing Date:** August 28, 2020 or until filled **Job Order No:** 2020142303
Division: Commercial Appraisal **Job Title:** Business Personal Property Team Lead **Salary:** Grade 8

ESSENTIAL JOB FUNCTIONS:

Under the direction and general supervision of the Director of Commercial and Personal Property Appraisal, this position coordinates the activities of the of BPP staff ensuring TCAD policies are followed.

Essential duties include:

- Ensure execution of accepted appraisal methods to estimate the value of personal property in Travis County and oversee the production of an accurate business personal property appraisal roll
- Monitor and administer economic development agreements, abatements, exemptions and special inventory valuation
- Develop and execute policies and procedures on business personal property appraisal methodology and administration
- Provide training, set objectives, monitor performance, and provide feedback
- Analyze contested property values, participate in settlement negotiations, and supervise staff in settlement proceedings of litigated cases
- Oversee the Districts participation with outside contracted appraisers
- Participates in compliance with State reporting requirements to include, but not limited to, the Property Value Study, and Methods and Assistance Program
- Represent the district in frequent contact with property owners, property tax professionals, attorneys, taxing units, and the general public
- Perform other duties as assigned

Qualification requirements:

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- Prefer a Bachelor's degree from an accredited college or university in Business, Accounting, Finance or related field. Acceptable work experience may be substituted for a college degree
- Must be a Registered Professional Appraiser with the Texas Department of Licensing and Regulation or be able to register and obtain within 3 years
- Must have knowledge of factors, techniques, methods and principles involved in the appraisal of personal property including pertinent principles and guidelines set forth in the Texas Property Tax Code and Uniform Standards of Professional Appraisal Practices
- Should have the ability to read, analyze, and interpret financial documents to include general ledger information or other documents, as well as the ability to respond to inquiries or complaints orally and in writing
- Solid intermediate to advanced proficiency with Microsoft Office, particularly Excel, Word, PowerPoint
- Valid Texas drivers license with dependable auto vehicle transportation
- Must be authorized to work in the US; Spanish Bilingual a plus

The final candidate will be subject to a background check.

Essential Physical Demands: Must be able to sit or stand for extended periods of time with the ability to reach, bend, and lift up to 40 pounds in the office. Must use hands for data entry much of the work day. Must be able to hear and speak both in person and by phone and communicate effectively. Must be able to see and read fine print.

Environment Factors: Indoor activity with constant exposure to video display computer terminal. Subject to interruptions and distractions. 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, heavy workload, and mandatory deadlines. Moderate stress levels are constant with occasional significant stress. Requires the ability to, assess information, ask questions, make decisions, and execute assignments. Must be able to work in the office Monday through Friday 7:45 am to 4:45 pm, with additional hours 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.*