

Job Title: 1115 Appraiser

APPRAISER LEVEL RPA

DEPARTMENT: Appraisal

STATUS: Non-Exempt

DATE UPDATED: January 2019

SUPERVISOR: Senior Appraiser

SUMMARY: (Commercial/Residential/Personal Property)

Performs appraisals that do the full range of appraisal that include commercial, residential, and personal properties including inspection, data collection, analysis, and application of appropriate valuation approaches and techniques. This appraiser may represent the organization in the informal and formal protest hearing process. To perform the duties in a manner that complies with the Texas Constitution, legislative acts, statutory requirements, Property Tax Division, the TDLRs rules and directives, and the policies of the Upshur CAD. This employee must have a valid Texas Driver's License and show proof of Liability insurance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Duties include gathering or verifying physical data (field work) under the direction of a senior appraiser; becoming familiar with the criteria for grading quality, calculation of units and application of cost manuals to improvements; learning the basics of selecting proper units in land valuation; other associated functions of the appraisal staff, as well as data entry (as needed or qualified for); other computer program entry work, general office procedures.
2. Site inspection of each property, conducting an interview with the owner/occupant, measuring, sketching, coding all land and building characteristics, notation of any situation that might be pertinent to the appraisal or assessment in the prescribed manner on the record form.
3. Ability to read and use maps and plats, to locate the physical site of any parcel.
4. Be able to pull the appropriate files and necessary maps, and then organize them in the most efficient manner for each day's fieldwork, sort and return to proper person or place as needed. Fill out reports detailing each day's production.
5. Have an understanding of legal descriptions, documents that transfer property ownership, and the laws pertaining to the assessment process.
6. Data entry as needed and qualified for in each computer system.
7. Assist the senior appraiser in preparing files for appeals, Appraisal Review Board, and Court by collecting maps, records and other information.
8. Additional duties include, assisting with the training of appraiser's and clerks any duty as requested or assigned by the Senior Appraiser or Chief Appraiser.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. To successfully use all three approaches to value the properties in UCAD.

Registered with the TDLR and successfully complete all required courses and exams with the time frame allowed.

EDUCATION and/or EXPERIENCE:

Education desired to start is High School Diploma or GED, all requirements mandated by TDLR and computer system training.

Experience: 5 years or work experience equivalent

OTHER SKILLS and ABILITIES:

Ability to work without constant direct supervision, and maintain expected production levels. Be able to use measuring equipment, as well as office machines, good math skills, and map reading skills, good communication skills. Employee must have the ability to use digital camera and maintain correct reference listings. Be able to remain professional when confronted by hostile/unruly individuals.

PHYSICAL DEMANDS:

Be able to operate two or four-wheel drive motor vehicles on poor/slick/rainy roads.

Be physically able to travel by foot across all types of terrain found in Upshur CAD.

Be able to stand, walk, sit, talk and hear, use hands and feet, climb, balance, stoop, bend and reach, throughout the day. Perform other physical movements necessary to pick-up boxes of paper/forms and move as required.

WORK ENVIRONMENT

Majority of the time is spent working in outdoor weather conditions. Appraisers may encounter wet conditions, fumes, chemicals, moving mechanical parts, high precarious places, and other hazards when making site visits. Regularly encounter road conditions that cause vehicle vibration. There is no "typical" noise level as it changes from quiet to very loud depending on the property. Specific vision abilities required by this position include close distance vision and the ability to adjust focus, color vision, peripheral vision, and depth perception.

SUMMARY:

To collect the quantitative data needed for each of the real estate property records in Upshur CAD. To perform the duties in a manner that complies with the Texas Constitution, legislative acts, statutory requirements, Property Tax Division, TDLR rules and directives, and the policies of the Upshur CAD.