

1119 Appraisal, Apprentice

JOB TITLE: APPRAISER LEVEL I Real and Personal Property 1119

DEPARTMENT: APPRAISAL

STATUS: Non-Exempt

DATE UPDATED: January 2014

SUPERVISOR: Senior Appraiser

SUMMARY:

This employee performs mass appraisal on assigned residential and personal properties. They ensure maximum efficiency and productivity in the areas of accuracy, quality of work and public relations. They will be trained in the application of appropriate valuation procedures and techniques. They will assist with the collection of quantitative data needed for each of the real estate property records in Upshur CAD. Employee must have a valid Texas driver's license and show proof of liability insurance. They will be required to perform the duties in a manner that complies with the Texas Constitution, legislative acts, statutory requirements, Property Tax Division, the Board of Tax Professionals and Examiners rules and directives, and the policies of the Upshur CAD.

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 and depreciation, calculation of units and application of cost manuals to improvements; learning the basics of selecting proper units in land valuation. Other associated function of the appraisal staff, as well as data entry (as needed or qualified for); other computer program entry work and 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 sit 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 hearings, and Court by collecting maps, records and other information
8. Additional duties include assisting with the training of data collectors and 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. **You must be registered with the TDLR and complete all classes and level changes within the (5) years required to maintain this position.**

EDUCATION and/or EXPERIENCE:

Education desired to start is a high school diploma, or GED, appraisal or real estate valuation courses, computer system training, registration with the Department of Licensing and Regulation and completion of Registered Professional Appraiser (RPA) and continuing the required education to remain certified. This employee must be working towards RPA certification.

Experience: 5 years minimum

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. The ability to use digital camera and maintain correct reference listings is a must. Be able to remain professional when confronted by hostile/unruly individuals.

PHYSICAL DEMANDS:

Be able to operate two or four-wheel drive motor vehicles in poor/slick/rainy road conditions.

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

Be able to stand, walk, sit, talk and hear, use hands and feel, 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.