

UPSHUR COUNTY APPRAISAL DISTRICT

903-843-3041 ■ 105 Diamond Loch Rd ■ Gilmer, Texas 75644 ■ Fax 903-843-5764

Attached is an application for employment to the Appraisal Review Board (ARB) for the Upshur County Appraisal District.

The ARB is a citizen board of Upshur County residents that sit on a five (5) member board to hear property owner's protests that cannot be resolved administratively by appraisal district staff.

If selected, you will be appointed to serve a term as a regular member of ARB. ARB members are not employees of the appraisal district and are not eligible for employee benefits by virtue of their review board service.

If you are confident you possess the qualifications noted on the next page, and believe you can reach decisions based solely on the evidence before you in each hearing, please return your completed application to:

**UPSHUR COUNTY APPRAISAL DISTRICT
105 DIAMOND LOCH RD
GILMER, TEXAS 75644**

Your interest in this important civic duty is appreciated. If we can provide you with application information, please call 903-843-3041.

Applications must be received no later than Monday, December 30, 2019 in order to be considered.

Qualifications for ARB Membership

1. You must be at least 18 years of age; currently reside in Upshur County, and must have resided in Upshur County for at least the last two years.
2. You cannot be a current or former employee, officer, or member of the Board of Directors of the Upshur County Appraisal District.
3. You cannot be a current member of the governing body or an officer or an employee of a taxing unit (a local government that levies property taxes) in this state. This includes part-time employment. Taxing units include the counties, school districts, cities, community and junior college districts that levy property taxes, and special districts that levy property taxes.
4. You cannot be a former employee or member of the governing body of a taxing unit served by the Upshur County Appraisal District unless your service ended more than four (4) years before January 1, 2020.
5. You cannot be a current employee of the Texas State Comptroller of Public Accounts.
6. You cannot have ever appeared before the Upshur County Appraisal Review Board for compensation.
7. Neither you nor your spouse may currently be a party to a contract with this appraisal district or a taxing unit served by the Upshur County Appraisal District.
8. No business in which you have a substantial interest (defined as ownership by you and/or your spouse of at least 10% of the voting stock or shares of the business entity or service by you or your spouse as a partner, limited partner, or officer of the business entity) may currently be a party to a contract with the Upshur County Appraisal District or a taxing unit serviced by the Upshur County Appraisal District.
9. You are ineligible if you own property on which delinquent taxes have been owed to any taxing unit in this state for more than 60 days after the date you knew or should have known the taxes were delinquent, unless the taxes are being paid under an installment agreement under Sec. 33.02, Tax Code, or the taxes are deferred or abated under Sec. 33.06 or 33.065 Tax Code.
10. You cannot be related within second degree, by consanguinity or affinity, to (1) a person who does business as a paid property tax consultant in Upshur County; or (2) a person who performs appraisals for use in property tax proceedings in Upshur County, and you cannot be related within the third degree by consanguinity or the second degree by affinity to (1) an officer or member of the board of directors of the Upshur County Appraisal District (2) a member of the appraisal review board. **Relatives within the second degree include:** spouse, parent, child, son-in-law, daughter-in-law, grandparent, grandchild, brother or sister, spouse of a brother or sister, step-child, step parent, father-in-law, mother-in-law, and the brother or sister of your spouse. **Relatives by consanguinity** within the third degree also include great-grandparents, great-grandchildren, the brother or sister of either of your parents, nieces and nephews.
11. You must be of good moral character.