



UVALDE COUNTY APPRAISAL DISTRICT

209 NORTH HIGH STREET

UVALDE, TEXAS 78801

(830) 278-1106

(830) 278-8150

www.uvaldecad.org

EMPLOYEE NAME: _JOB POSTING 07/24/2020

JOB DESCRIPTION FOR: PROPERTY APPRAISER

DEPARTMENT: APPRAISAL DEPARTMENT

REPORTS TO: DIRECTOR OF APPRAISAL

CLASSIFICATION: NON-EXEMPT HOURLY EMPLOYEE

EMPLOYMENT BENEFITS: MEDICAL INSURANCE, RETIREMENT, VACATION AND PERSONAL LEAVE

TERMS: "AT WILL" 12 MONTH PROBATION PERIOD

EMPLOYMENT "AT WILL" CLAUSE: These guidelines **DO NOT** constitute an employment contract or a guarantee of continued employment. The Uvalde County Appraisal District (District) reserves the right to change the provisions of these guidelines at any time. Nothing in this job description limits the Chief Appraiser's authority to establish or revise the District personnel policy. This job description is adopted to guide the internal operations of the Uvalde County Appraisal District and does not limit the Chief Appraiser or his designee to terminate an employee at will.

JOB SUMMARY

Under general supervision; performs work of considerable difficulty in appraising real and/or business personal property for ad valorem tax purposes; and perform related work as required. Must obtain an acceptable level of knowledge in the principles and practices of real estate appraisal, District appraisal procedures, District operating procedures, the Texas Property Tax Code and other laws affecting the appraisal of property for ad valorem tax purposes. Responsible for performing all field and office appraisal duties for the District ensuring that every appraisal is handled in a fair, equal and impartial manner and provide exceptional customer service. Out of town travel required to attend workshops, educational classes, and/or conferences.

POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Applicant must have a High School Diploma or GED equivalent, Associate's or Bachelor's degree, preferred. **PREFERENCE:** Possession of valid Registered Professional Appraiser (RPA) designation is preferred or eligible for registration to attain designation within the TDLR program. Some analysis background and bilingual (English/Spanish) desired, but not required. **Must have good math skills, demonstrate high standard of moral and ethical conduct, be a team player, have excellent communication skills, both orally and in written,**

and possess excellent computer skills with a working knowledge of Windows Operating System and Microsoft Office Suite (MS Word, Excel, Power Point, Outlook). Candidate must be able to maintain a high level of confidentiality and perform all other duties as assigned. **Final salary commensurate with skills, qualifications and experience.**

JOB RESPONSIBILITIES

- Appraise real and/or business personal property for ad valorem tax purposes
- Perform all functions and activities associated with the appraisal of real and/or business personal property
- Must successfully cross-train and perform appraisal for all property types within the Appraisal District
- Perform all functions and activities associated with the processing and timely completion of agricultural use applications, residential inventory and/or business personal property renditions.
- Establish, update and maintain adequate and accurate appraisal records
- Perform field inspections, measure buildings and collect pertinent data relative to the appraisal of real and/or business personal property
- Accurately perform data entry of data gathered to be used to develop market value estimates
- Review, verify and update property characteristics on the appraisal record through the use of the appraisal software and other technological programs
- Accurately gather building data such as type of construction, age, effective age, quality, condition and other data that affects improved properties
- Accurately gather land characteristics relative to the categorization and appraisal of the land record
- Gather and analyze cost, income-expense and sales information for the appraisal of real and/or business personal property
- Apply generally accepted appraisal techniques and comply with the Uniform Standards of Professional Appraisal Practice (USPAP) in the all functions of mass appraisal
- Perform research and analyze work relative to Ag/Rural property (i.e. Ag-surveys)
- Perform inspections for verification of agricultural use and/or wildlife management use
- Timely process Ag-use denial letter based upon inspection outcomes
- Perform rollback calculation and documentation for “change of use” properties
- Establish agricultural use appraisal based on land ag-use category
- Appear before the Agricultural Appraisal Advisory Board (AAAB) to present, explain, justify and recommend Ag-use appraisals
- Assist with the preparation and compilation of protest data packets
- Prepare appraisal recommendations and effectively defend/support District appraisals in informal meetings and for formal Appraisal Review Board hearings
- Adequately and effectively represent the District in informal meetings with property owners and at the Appraisal Review Board hearings
- Promote, adhere, and commit to District programs designed for self/staff development and improvement, education, teamwork and a harmonious work environment
- Obtain an acceptable level of knowledge in the principles and practices of real estate appraisal, District appraisal procedures, District operating procedures, the Texas Property Tax Code and other laws and statutes affecting the appraisal of property for ad valorem tax purposes

- Register with and meet all requirements of the Texas Department of Licensing and Regulation
- Attain designation and certification as a Registered Professional Appraiser (RPA)
- Demonstrate and maintain exceptional customer service skills
- Provide exceptional customer service
- Deal successfully with irate customers.
- Possess considerable skill in dealing tactfully and courteously with property owners and the general public
- Communicate effectively with staff, customers, department supervisors, government agencies and the general public.
- Demonstrate support for District Administration, the Chief Appraiser, Board of Directors and the Appraisal District.
- Must be able to communicate effectively both verbally and in written form
- Maintain inter-departmental harmony and demonstrate good work ethic
- Must maintain good public relations and a high degree of rapport and cooperation with the real estate community
- Demonstrate high standards of moral and ethical conduct, professionalism, dependability, punctuality, and integrity
- Use tact and diplomacy in dealing with taxpayers, tax agents, and representatives of taxing jurisdictions
- Must be able to generate memos and reports, analyze data, and provide recommendations
- Perform and manage special research and/or appraisal projects, as needed.
- Must be able to perform the work that requires frequent decisions involving a variety of factors and an unusual degree of concentration and analytical ability
- Must be able to travel
- Must be able to meet overtime requirements as directed by supervisor
- Vehicle, valid driver's license, and proof of insurance required
- Follow chain of command
- Must be able to maintain a high level of confidentiality
- Perform other assigned duties

PHYSICAL REQUIREMENTS AND ESSENTIAL JOB FUNCTIONS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The following is a non-exhaustive list of essential functions required to perform job duties:

- maintain a high level of attendance and punctuality at work,
- sustain extended periods of driving (including considerable driving in the City of Uvalde and throughout Uvalde County),
- bend, sit, walk, stand, stoop, twist, kneel, crawl, climb up and down stairs or ramps,
- sustain exposure to weather conditions typical of the South Texas area,
- occasionally lift and/or move up to 40 pounds,
- close vision, distance vision, color vision, peripheral vision, depth perception, the ability to adjust focus,
- use of arms, wrists, and hands, and

- ability to interact with co-workers, taxing entities and the general public on the phone and in person.

CONDITIONS OF EMPLOYMENT

- Must be registered with the Texas Department of Licensing and Regulation (TDLR)
- Meets standards of the “Job Summary”, “Position Qualifications” and “Job Responsibilities”
- Must sign “Employment Not Covered by Social Security”
- Must sign an Authorization for Non-Release or Release of Personal Information.
- Must sign a Logon/Security/Electronic Mail Form for access to computing facilities.
- Agrees to comply with all written District employee policies and procedures.
- Pre-employment background and drug screen check will be conducted.

THIS IS TO ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION PROVIDED HEREIN.

Employee Name (Print)

Employee Name (Signature)

Date

Deadline: Until filled
Send to: Chief Appraiser
Real Property / Business Personal Property Appraiser Opening
Uvalde CAD
209 North High Street
Uvalde, TX 78801

Equal Opportunity Employer