

DEPUTY CHIEF APPRAISER – Executive & Administrative Exemption

-DUTIES AND RESPONSIBILITIES

The Deputy Chief Appraiser is responsible for assisting the Chief Appraiser in maintaining the efficient operation of the District. These responsibilities include, but are not limited to, assisting the Chief Appraiser in establishment of plans for the accomplishment of regular reappraisals, compiling periodic reports on appraisal functions for the Chief Appraiser, assisting in the preparation of annual reports and appeals to the Property Tax Division, customer service, and appraisal of real and personal property. He/she will generate exemption forms, special appraisal forms; administer exemptions and special appraisals during times that the Chief Appraiser is absent. He/she will generate Notices of Appraised Value and work with the taxing entities to set up work schedules for generating tax statements and tax rolls. He/she is responsible for processing data requests from District employees, the taxing entities, and the public. He/she is responsible for sending helpstars for support to the software vendor and following through on any support request to insure resolution of the problem or question. He/she is responsible for overseeing data entry into the system, special inventory, maintenance of address changes, working and scanning all Homestead, Ag & Wildlife applications and exemptions in computer and filing them, doing supplements to the roll and working and scanning designation of agents.

He/she is responsible for the periodic inspection of all properties with a thorough exterior inspection for the purpose of data verification. The Appraiser is responsible for the office and field work associated with the appraisal of real estate including, but not limited to, customer service, discovery of improvements, measuring improvements, sketching the exterior perimeter of improvements, compiling information about all improvements that affect value, inspecting property for productivity/wildlife use, classifying improvements according to standard schedules, and determining all types of physical, functional, and economic depreciation.

The job requires walking in various types of terrain and climates and significant time away from public restrooms with no ability for regular or frequent trips to actual toilets.

The Deputy is responsible for the valuation of all types of property using the three approaches to value and modern mass appraisal techniques. He/she assists in the development and implementation of standard schedules for the classification and appraisal of all real property. He/she must be able to collect basic appraisal information, determine property use and apply the best appraisal method. He/she will gather information concerning sales, enter information into the system and learn to analyze sales information making sure "sales chasing" does not occur.

The Deputy meets with property owners during reviews to explain appraisal notice values, make adjustments if necessary, process settlements with taxpayers, compile evidence for presentation to the ARB and defend the CAD value during ARB hearings. He/she assists property owners in clarifying data, understanding State Laws, appeal procedures, and filing a Notice of Protest, if necessary. Verbal abuse by the public is a possibility.

The Deputy must be able to work independently, meet all deadlines and will be called upon to make decisions or provide reliable input on decisions, of significant impact to the District. The Deputy supervises two or more full time employees and administers the homestead, Ag and wildlife exemptions for the District.

He/she will assist the public in providing information concerning tax matters and assist with the District telephone operations.

Other duties as required although some job duties may be delegated to part-time at the discretion of the Chief Appraiser.

-TRAINING AND EXPERIENCE

The Deputy must learn to use all equipment provided by the appraisal district to aid in mass appraisal and to computer software used by the district. Read and understand plats, deeds, blueprints, sales contracts, settlement statements, appraisal rolls, appraisal manuals, inter-office communications, various CCAD reports, and correspondence from taxpayers. He/she must maintain a good working relationship with ALL taxing entities-

A good knowledge of the three approaches to value as applied to the appraisal of personal and real property is essential. Good mathematical skills, independent thinking, professional image, statistical knowledge and understanding of the Property Tax Code are highly desirable.

The Deputy must have thorough knowledge in the principles and approaches to valuing real and personal property ; thorough knowledge of modern principles, concepts, and methods of mass appraisal; a basic knowledge of statistics and accounting principles; good mathematical skills, independent thinking, professional image, statistical knowledge and understanding of the Property Tax Code are highly desirable; the ability to analyze factors that influence the value of property; the ability to supervise individuals and groups of personnel; ability to prepare management records and reports; and be able to deal tactfully with the other employees of the District and the public.

Three years of increasingly responsible appraisal of real and personal property is mandatory. Knowledge of human relations and a calm disposition conducive to effectively work with property owners and employees of the District are essential.

The Deputy must have a valid Texas Driver's License and a driving record acceptable to the District's restrictions.

-EDUCATION

Graduation from high school is mandatory for this position. A college degree is preferable, with courses in business and real estate helpful. A combination of experience and /or training may be substituted for a college degree. A Registered Professional Appraiser (RPA) with the Texas Department of Licensing and Regulation (TDLR) is required and he/she must maintain professional designation as a Registered Professional Appraiser.

-ACCURACY

It is essential that the Deputy be highly accurate and able to work effectively with minimal supervision because appraisal errors can cause severe problems for the Appraisal District leading to legal action and or tax payment refunds.

-WORK HOURS

Normal work hours are 8 a.m. to 5 p.m., Monday through Friday. Periodically, it will be necessary to work past five and on the weekend. The Deputy should be punctual and have a high attendance level.

-SUPERVISION

The Deputy is directly supervised by the Chief Appraiser.

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I hereby verify that I have read and understand this job description. I understand that this job description is subject to change when the responsibilities of the job change. Further, I understand that I will be expected to perform in total accordance with this job description.

SIGNED: _____

DATE: _____

WITNESSED: _____

DATE: _____