



**JOB TITLE:** Personal Property Appraiser  
**Department:** Personal Property  
**Salary Range:** \$40,595. - \$48,904. (DOE)  
**FLSA Status:** Non-exempt

**Purpose of Job:**

Perform field appraisal work on assigned Business Personal Properties and Manufactured homes to produce accurate and defensible property valuations for the tax jurisdictions served by the Nueces County Appraisal District. Job is full time, 40 hours per week. Work week is 8:00am until 5:00pm, 5 days per week, Monday through Friday. Any authorized overtime would be very minimal. Employee is expected and required to report to work prior to 8:00am each work day. Reports directly to the Personal Property Manager. Must possess a valid Texas drivers license and be insurable. A verified, acceptable driving record is required. A defensive driving course must be successfully completed. Must pass a mandatory drug screen prior to hiring. Must be willing to work under supervision and perform field and office work as described below:

**Education and Work Experience:**

High School diploma is required. Graduation from an accredited two or four year college or university with major course work in accounting is preferred. Must register with the Texas Department of Licensing and Regulations (TDLR), attend , and successfully complete training courses, and obtain required RPA certification and designation within five years in accordance with statutory requirements. Previous experience in an appraisal district or tax office is desirable. Experience in bookkeeping or financial reporting methods and terminology is also preferred.

**Skill Requirements:**

Must possess good written, verbal and inter-personal communication skills. Must be able to operate a PC. Must have good mathematic skills, and be able to understand accounting procedures, be able to read and interpret and understand maps for property locations, be able to operate photograph equipment. Knowledge of Microsoft Excel/Word preferred.

**Job Functions:**

Perform appraisal field and office work as assigned, and has the responsibility for the discovery and appraisal of all tangible personal property in county which is subject to taxation. Appraiser must be able to determine changes to be made to existing accounts such as; change of ownership, addition or deletion of company fixed assets, change in location, change in mailing address, or change in taxing districts. Must be able to gather

information to set up accounts for new taxable properties, write correspondence, conduct telephone communication, and personal contact with the public. Make judgments regarding property values and engage in negotiations to resolve problems with property owners. Be able to present and defend value at Appraisal Review Board hearings.

## **JOB DUTIES**

### **Field work**

50% driving or sitting in idle vehicle, writing or making field notes and handling paperwork.

50% Outside of vehicle: Inspecting business properties and manufactured homes, including photographing and measuring manufactured homes. Requires ability to learn how to operate photographic equipment. Involves walking on dry pavement for short and medium distances, (10 feet up to and including 100 yards) walking on property that may include crossing trenches and navigating other types of unstable ground, such as loose dirt, gravel, grassy/weed areas, muddy/wet areas. Also, bending, squatting, leaning, twisting, stretching arms, climbing up and down stairs, ramps, and grades. Engaging in public contact greeting, verbally communicating, discussing, explaining, and interacting with the public, possibly in tense, adversarial or confrontational situations and negotiating, explaining, defending appraisals and the property tax system.

### **Office work**

Computer data entry and typing correspondence. Gathering and analyzing information for field work from assumed names, tenant lists, renditions, taxpayer's notes and letters, building permits, newspaper articles, telephone directory, city directory, alcohol beverage license applications, vending machine license applications or renewals, manufactured home movement record lists, special inventory tax statements, NADA Appraisal guides. Processing information received from property owners on rendition forms and making appropriate changes to existing accounts, possibly deleting accounts and initiating new accounts when applicable. This process involves value calculations using depreciation schedules and NADA guides.

Preparing for monthly Appraisal Review Board hearings, presenting, and defending appraisals at ARB hearings and engaging in public contact which consists of greeting, verbally communicating, discussing, explaining, and interacting with the public, possibly in tense, adversarial or confrontational situations and negotiating, explaining, defending appraisals and the property tax system.

## **PHYSICAL DEMANDS:**

Position requires sitting, walking, bending, squatting, leaning, twisting, stretching arms, climbing up and down stairs, ramps, and grades for brief periods as described above. Also, using arms, wrists and fingers to perform data entry or typing at computer keyboard, and to use and handle measuring and photographic equipment while standing, squatting, leaning, bending, or sitting. May require jumping or hopping over small puddles, and/or other small obstacles such as trenches, debris, mounds, and climbing over small fences or other similar barriers.

## **ENVIRONMENTAL CONDITIONS :**

Temperature may range up to over 100 degrees in summer and near freezing in winter. Generally work is limited to indoor office work as described above during inclement weather. Hazards include driving district vehicle, encountering and interacting with angry or excited humans, canines and insects

**Job Title** Appraiser-Personal Property

**General Characteristics:** Has the responsibility for the discovery and appraisal of all tangible personal property in the Appraisal District subject to taxation. The prime function of this position is to assist the Department Manager in developing a certified appraisal roll. Reports directly to the Department Manager.

### Task Delineation:

- Discovery and appraisal of all tangible personal property. Lists correct tax districts, owners, mailing addresses, etc. Determines the taxable situs of property.
- Continual reappraisal of all existing accounts on an annual basis.
- Answer and resolve taxpayer inquiries and problems.
  - a) in person
  - b) phone
  - c) mail
- Delinquent Tax Work-Assists collection attorneys.
- Works with officials of the various taxing entities.
- Reviews and makes determinations on renditions received.
- Works on taxpayer protests with the Appraisal Review Board
- Is charged with maintaining their assigned "District" vehicle.
- "Trouble Shoots"-investigates various taxpayer problems as assigned by Department Director.
- Assists Department Director in ordering various appraisal listings and guidelines. Also helps in developing "in-house" schedules and manuals.
- Can be assigned more complex appraisals according to ability and initiative.
- Assists Dept. Director during training of staff.
- Daily use and knowledge of computer terminal.
- Assists Dept. Director in planning software with D.P.
- Court testimony.
- Deals with public on a daily basis.
- Keeps abreast of local economics.
- Works with professional appraisers and tax agents.
- Assists tax collecting attorneys and para legals in delinquent tax suits.
- All other related jobs and duties as assigned by the Department Director and/or Chief Appraiser.**