JOB DESCRIPTION

Job Title: **Appraiser**
Salary Range: **$48,324.64 - $56,634.24 (DOE)**
Schedule: **Full-time, (overtime/weekends as required)**
FLSA Status: **Non-Exempt**
Revised: **02/16/23**

Specific duties depend on the department

General Description: Reporting directly to department manager, this position performs field appraisal work and/or market analysis on assigned properties to produce accurate and credible property valuations for the tax jurisdictions served by the Nueces County Appraisal District.

Responsibilities:

- Serves as an appraiser to determine fair market value using generally accepted appraisal practice and mass appraisal concepts as outlined in USPAP (Uniform Standards of Professional Appraisal Practice) on all properties as defined by Texas Property Tax Code and becoming very familiar with how the appraisal process works from discovery phase to certification of the tax roll.
- Executes judgment regarding property values and engages in negotiations to resolve problems with property owners conducive to office procedures/protocol.
- Initiates changes to the appraisal records as appropriate.
- Discovery, analysis of market sales, property inspections, and data collection which includes photographing, measuring, and possibly field inspections of agricultural land.
- Process building permits for new and existing construction.
- Reading and interpreting plats, maps, deeds, blueprints, and other similar documents.
- Creates reports, queries and other statistical data to support value as outlined in appraisal manuals.
- Speaking and writing correspondence between department and general public/taxpayers.
- Communicate effectively with Manager, co-workers and taxpayers.
- Support Appraisal Review Board as assigned in explaining/defending values.
- Driving district vehicles to conduct all applicable field work.
- Education to obtain RPA designation by the TDLR (Texas Department of Licensing and Regulation) (of which cost is provided/covered by NCAD).
- Maintains high standards of ethics, integrity and confidentiality.
- Compliance with all District policies; and
- Other duties as assigned, including special projects and assisting co-workers.
- Understands and supports safety standards as required by the job; keeps the workplace clean and safe.

QUALIFICATIONS:

Education and Experience:

- High School diploma is required.
- Graduation from an accredited two or four-year college or university with major course work in real estate or appraisal is preferred.
- Valid Texas Driver License and/or equivalent ability to legally operate a motor vehicle in Texas.
- Must successfully complete designated training courses, and obtain an RPA certification within five years of employment with the District in accordance with statutory requirements.
- Previous experience in an appraisal district or tax office is desirable.
- Experience in building construction and real estate appraisal methods and terminology is also preferred.

Skill Requirements:

- Strong analytical skills, mathematical skills, and the ability read, interpret and understand blue prints, maps, real estate sales contracts, closing statements, deeds and other similar documents.
- Working knowledge of real estate appraisals including understanding of the three generally accepted approaches to value (cost, market and income approaches). This includes the ability to perform trend analyses on data relating to market conditions and real property.
- Knowledge of analytical techniques regarding research and documentation in relation to market conditions and their impact on the valuation of real property.
- Good written, verbal and interpersonal communication skills.
- Proven and effective negotiating skills.
- Ability to operate photograph equipment (i.e. camera).
- Ability to use and correctly and accurately read a tape measure.
- Knowledge of how to operate a PC, including the ability to use computer programmed automated valuation models specifically developed for use in Mass Appraisal software along with geographic information systems (GIS).
- Proficiency with Microsoft Excel and Word. Working knowledge of Access and SQL is desirable.
- Other areas of knowledge preferred are the ability to read and interpret financial statements, calculation of net operating income, and familiarization with capital and discount rates.
- Must be able to work under general supervision and perform field and office work as described in this document.
- Punctuality in terms of scheduled work times.
- Bi-lingual in Spanish is preferred but not mandatory.

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 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:

Will be required to conduct field work outside the office in all types of weather and all types of areas throughout the county as workload demands. 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 upset taxpayers, dogs and insects.