

Jim Wells County Appraisal District
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Alice, Texas 78333
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JOB OPENING

Notice is hereby given that the Jim Wells County Appraisal District is accepting applications for the following open staff positions:

- A Senior Appraiser IV, (Supervisory Appraiser Position), with an active RPA designation from the Texas Department of Licensing and Regulations, along with, a valid Texas Driver's License. Duties include countywide appraisals of real and personal property, as well as, supervision over three (3) staff field appraisers and one (1) staff draftsman/researcher.
- An Appraiser IV, (Field Appraiser) with an active RPA designation from the Texas Department of Licensing and Regulations, as well as a valid Texas Driver's License. Duties include countywide appraisals of real and personal property.

Starting pay of positions are negotiable based on abilities and experience. All interested applicants must:

- Be willing to submit to drug use testing.
- Have a clean driving record.
- Be willing to submit to a criminal background check.

Job applications, as well as, detailed information on the job functions, duties and responsibilities, and information about the necessary qualifications required, may be obtained by sending an email request to the address above or directly from the Jim Wells County Appraisal District Office located at 1600 E Main St., Suite 100-E, Alice TX 78332. Positions will remain open until filled. E.O.E.

JOB DESCRIPTION

POSITION TITLE:

Senior Appraiser

JOB FUNCTION:

Supervises appraisal district's staff appraisers involved in locating and appraising all taxable property in the Jim Wells County Appraisal District. Supervises appraisal district's mapping department and draftsman/researcher involved in the GIS Mapping of all real estate parcels in the Jim Wells CAD.

DUTIES AND RESPONSIBILITIES:

Schedules and directs the activities of three (3) appraisers and one (1) draftsman/researcher involved in the appraisal and mapping of all taxable property in the Jim Wells County Appraisal District. In the absence of the Chief Appraiser, includes supervision of all support personnel staff in the appraisal and collections departments. Must be able to effectively use independent judgment, within the framework of the appraisal district's existing rules and procedures, as well as any applicable State laws.

Must have a thorough understanding of, and the ability to apply, Mass Appraisal process procedures.

Appraises unique properties and large businesses by on-site inspection and evaluation.

Prepares and submits comprehensive appraisal reports at the request of the Chief Appraiser.

Confers with property owners, their agents, attorneys and consultants, concerning property values and tax liability. Provides documentation and testimony in support of values in cases presented to the Appraisal Review Board.

Maintains current sales information on properties and does market analysis to develop and maintain current pricing schedules and appraisal guides for real and personal property.

Trains staff appraisers in appraisal techniques and procedures, and how to apply appropriate market value adjustments in valuing taxable properties.

Participates in special training programs such as tax schools, conferences, seminars etc.

Maintains a good working knowledge of the current property tax laws and has general knowledge of the workings of the taxing entities that make up the various taxing entities within the Jim Wells County Appraisal District.

Must be tactful and diplomatic in dealing with others, i.e. coworkers, subordinates, taxpayers, public officials, and the public in general.

Assists and advises the Chief Appraiser on matters pertaining to the Appraisal District and assumes his responsibilities during his absence.

Performs other related duties as assigned by the Chief Appraiser.

QUALIFICATIONS:

Must have a High School diploma or equivalent. Two (2) years, or more, of college is desirable with courses in real estate appraisal, mathematics, science or management.

Must have thorough knowledge of principles and practices of real and personal property appraisal; thorough knowledge of statutes governing assessment of property values in Texas.

Must have ten (10) or more years of experience in property tax appraisal and have a current designation of RPA from the Texas Department of Licensing and Regulation.

Having an RTC or RTA designation from the TDLR, or a CTA designation from the Institute of Certified Tax Administrators is desirable.

Speed and accuracy in making numerical determinations necessary.

Must be knowledgeable of basic principles of statistics.

Must have ability to analyze factors which influence value of real and personal property and thorough knowledge of modern principles and methods used in mass appraisal work.

Must be able to communicate effectively, orally or by written correspondence.

Must be able to work with computer keyboard effectively.

Must have the ability to coordinate and direct the activity of subordinates.

Ability to project work requirements and meet schedules.

Must be able to maintain neat appearance.

Must have a valid and clean Texas Driver's License.

JOB DESCRIPTION

POSITION TITLE:

Appraiser IV

JOB FUNCTION:

Advanced level of professional property tax appraiser, who performs field appraisal work on real and personal property accounts. Performs routine, as well as, specialized appraising of land, commercial, residential and personal property accounts. May coordinate work of department projects and other appraisers. Resolves difficult, technical and/or specialized issues of property tax assessment problems.

DUTIES AND RESPONSIBILITIES:

Appraises taxable values of all types of real and personal properties. Reviews yearly property renditions of commercial, residential, farm and ranch properties. Calls upon business establishments when necessary.

Maintains uniform assessment of comparable business concerns, taking into consideration the sizes of the buildings in which businesses operate, kind and number of fixtures, type of goods sold, and estimates the values of items of the business' inventory.

Discusses property valuations with the owners of businesses, or their agent. Performs personal property, residential and land appraisal work as assigned, to determine estimates of value based on established standards and policies.

Reappraises existing properties, uses standard valuation schedules to assure equalization in determining proper appraisals. Works with building permits of new construction. May plan activities of other appraisers of real and personal properties. Coordinates work with the Senior Appraiser in determining the best method of performing appraisals by team effort. May collaborate with other staff members, on appraisal activities, for accuracy of information, regarding appraisal issues, to assure equalization of all appraisals. Will appear before the Appraisal Review Board to explain and justify property values as assigned.

Must effectively use independent judgment within the framework of existing office rules, procedures and State laws.

The Appraiser IV, with the highest seniority, will assume the duties and responsibilities of the Senior Appraiser in their absence.

Must be tactful and diplomatic in dealing with others, for example; co-workers, taxpayers, public officials, and the public in general. Must be able to maintain neat appearance. Performs other related duties as assigned by the Senior Appraiser or Chief Appraiser.

QUALIFICATIONS:

Must have a high school diploma or equivalent plus five (5), or more, years of experience in appraising real and personal property. Two (2) years, or more, of college is desirable, with courses in real estate appraisal, mathematics, science or management. College degree may be substituted for one (1) year of experience. Must have thorough knowledge of the principles and practices of real and personal property tax appraisal, and a thorough knowledge of the laws governing assessment of property values in Texas. A thorough knowledge of modern principles, practices, and methods used in mass appraisal work. Must have a proven ability to analyze factors which influence the value of real and personal property.

Speed and accuracy in making numerical determinations necessary.

Must be able to maintain a neat appearance.

Must be able to prepare records and reports for management as needed.

Must be able to work with computer keyboard effectively.

Must be able to communicate effectively, orally or by written correspondence.

Must have RPA designation from the Texas Department of Licensing and Regulation.

Must have a valid and clean Texas Driver's License.