



## **JOB DESCRIPTION**

**Job Title:** Commercial/Land Appraiser  
**Department:** Commercial/Land  
**Salary Range:** \$39,280 - \$47,600 (DOE)  
**Schedule:** Full-time, (overtime/weekends as required)  
**FLSA Status:** Non-Exempt  
**Revised:** 08/19/16

### **Definition:**

Perform appraisal field and office work as assigned, which consists of gathering and analyzing market sales information, property inspection, data collection (photographing and measuring), processing building permits on new and existing construction, reading and interpreting plats, maps, deeds, blueprints, and other similar documents, write correspondence, conduct telephone communication, and personal contact with the public. Initiate changes to the appraisal records. Make judgments regarding property values and engage in negotiations to resolve problems with property owners. Support Appraisal Review Board procedures as assigned. Incumbent will be able to use valuation guides to prepare cost models as well as be able to measure property to determine subject property's area.

### **Job duties and other areas of responsibility:**

Work new construction permits, agricultural accounts and existing subdivision parcels within Nueces County by driving or sitting in idle vehicle, writing or making field notes and drawings and handling paperwork.

Inspecting real property, which includes photographing, field inspections of agricultural land and issuing rollbacks of property taxes when a change of use has occurred. Involves walking on dry pavement for short and medium distances, (10 feet up to and including 100 yards) walking in new construction sites that may include crossing trenches and navigating other types of unstable ground, such as loose dirt, gravel, grassy/weed areas, muddy/wet areas. This position engages in significant 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.

Computer data entry and typing correspondence, gathering, analyzing land and agricultural market sales information, reading plats, maps and other related documents. Preparing for monthly Appraisal Review Board (ARB) hearings, presenting, and defending appraisals at ARB hearings and engaging in public contact.

## **Qualifications:**

### **Education and Experience:**

- High School diploma is required.
- 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.
- Graduation from an accredited two or four-year college or university with major course work in real estate or appraisal is preferred.
- 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.

## **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.