

# CALDWELL COUNTY APPRAISAL DISTRICT

is currently accepting applications for the position of

## **FIELD APPRAISER**

### **ESSENTIAL JOB FUNCTION:**

The Field Appraiser is responsible for the appraisal of residential accounts and interacting with taxpayers to resolve problems and settle values. Duties include:

- Accurately measure properties and gather information and characteristics necessary to complete an appraisal for properties in Caldwell County
- Conduct reappraisal activities to accurately record changes to properties as well as to evaluate their condition in order to establish fair market values
- Perform mathematical computations including the determination of square footage, percentages, fractions or decimals using standard formulas
- Carefully review reports to ascertain the accuracy of field work for accurate and equitable fair market values
- Represent the District before the Appraisal Review Board as necessary
- Recognize confidential information and safeguard it
- Conduct field work in various geographical areas of Caldwell County as assigned
- Meet deadlines
- All other duties as assigned

### **QUALIFICATION REQUIREMENTS:**

- High school diploma or equivalent
- Excellent customer service skills
- Experience in the following industry fields: ad valorem or fee appraisal, real estate agent, residential development or other closely related experience
- Must be proficient in advanced mathematics and analysis
- Maintain current knowledge of new and revised tax laws and property tax code
- Must be able to register with the Texas Department of Licensing and Regulation and obtain a Level IV RPA with five (5) years
- Must be authorized to work in the US, have reliable transportation, a valid Texas Driver's License, proof of liability insurance and a verified driving record
- Spanish bilingual ability desirable

**The final candidate will be subject to a background check.**

**ESSENTIAL PHYSICAL DEMANDS:** Requires sitting, walking on all types of terrain, climbing, standing, driving vehicle, bending, kneeling, reaching and twisted upper body. Must use hands for data entry much of the work day. Must be able to hear and speak both in person and by phone. Must be able to see and read fine print and lift up to 40 pounds. The position requires considerable concentration, ability to manage time effectively and work without supervision. It is subject to stress caused by a changing public environment, heavy workload, high call volume and mandatory deadlines. Requires the ability to assess information, ask question, make decision and execute assignments.

**ENVIRONMENT FACTORS:** Indoor activity and outdoor activity in all types of weather conditions. Frequent exposure to video display computer terminal. Interface with the public. Moderate stress levels are constant with occasional significant stress. Employee must be able to work extended hours and weekends as needed.

**The Caldwell County Appraisal District (CCAD) is an equal opportunity/affirmative action employer. CCAD does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, military service, AIDS or HIV status, ancestry, national or ethnic origin and any other characteristic protected by law.**