

Essential Job Functions: Residential and commercial appraiser is responsible for the appraisal of properties 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 Burnet County.

Negotiate and settle value disputes with property owners and/or tax consultants.

Represent the District before the Appraisal Review Board.

All other duties as assigned.

Qualification Requirements: Must be able to register with Texas Department of Licensing and Regulations and obtain a Level IV RPA within 5 years. High school graduate, related college coursework or related experience/knowledge of real estate markets and appraisal theory.

Should have the ability to read, analyze, and interpret closing statements, surveys, title insurance, or other documents as well as the ability to respond effectively to inquiries or complaints orally and in writing.

Preferred solid intermediate proficiency with Microsoft Office.

Must be proficient in mathematics. Must have reliable transportation, a valid Texas Driver's License, proof of liability insurance.

Must have a stable job history.

Must be able to work outdoors in all types of weather conditions.

Essential Physical Demands: Requires sitting, walking on all types of terrain, climbing, standing, driving vehicle, bending, kneeling, reaching and twisting 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.

The position requires considerable concentration, ability to manage time effectively and work without supervision.

Require the ability to, assess information, ask questions, make decisions, and execute assignments.

