



## BEXAR APPRAISAL DISTRICT

### JOB SPECIFIC INFORMATION

**Title:** Appraiser III & IV  
**Department:** Appraisal  
**Division:** Residential, Commercial, Personal Property

**AMENDED DATE:** September 1, 2015  
**Group:** 615  
**Exempt:** No  
**TDLR Registration:** Required

### General Description

Perform the functions and activities associated with the appraisal of assigned residential, commercial or personal properties to include inspection, data collection, analysis, and application of appropriate valuation approaches and techniques along with special appraisal provisions as provided for by the Texas Property Tax Code. Review and exercise broad discretion regarding appraised values. Represent the district in the informal and formal protest hearing process. Under guided direction, may assist with Arbitrations and S.O.A.H. appeals. May also train and direct Appraisers I & II as assigned.

### Qualifications

- A bachelor's degree from an accredited college or university with relevant courses in business, accounting, finance, real estate or management is preferred.
- OR**
- A high school diploma and a minimum of three (3) years appraisal experience may be substituted for a college degree.
- AND**
- Level III / IV TDLR certification within five (5) years of application
  - Work effectively both independently and with others.
  - Commitment to providing exceptional public service.
  - Proficient in the mathematical tasks associated with appraisal.
  - Accurately classify property by characteristics and record observations.
  - Communicate effectively orally and in writing.
  - Proficient operating computer programs for appraisal use.
  - Organize and plan work effectively.
  - Experience in the informal and formal hearing process.
  - Position requires reliable use of personal vehicle. A valid Texas driver's license with proof of liability insurance is mandatory with a verified acceptable driving record.
  - Must be authorized to work in the US and have a telephone or point of contact.
  - Spanish bilingual ability desirable

### Essential Functions of the Job

- **Support organization goals** by assisting in the planning, coordination, and prioritizing in performing field inspections and data collection on assigned residential, personal property or commercial accounts; collaborate with peers to ensure proper applications, procedures and techniques are maintained; planning and organizing daily workload.
- **Perform appraisal work** by compiling and inspecting assigned residential, commercial and personal property accounts; perform value review of all special valuation accounts and review value edits; assist with the preparation and construction of technical reports and manuals; assist in the processing of corrections.
- **Provide assistance to the general public and BCAD employees** by effective and factual communication regarding BCAD policies, procedures and property tax laws affecting both the property owner and BCAD; convey factual data clearly and concisely; communicate procedures and important deadlines.
- **Support the division's appraisal procedures** by maintaining quality of work and division production standards.
- **Maintain BCAD database** by operating a PC/iPad and attaining proficiency with the District's CAMA system in order to research and retrieve BCAD records. Also, operate copiers, printers, cameras, and financial calculator.
- **Represent the district** by assisting property owners in the informal and formal hearing process, and assisting in the achievement of overall goals set by the District and those mandated by the State. Required to assist the District in the arbitration process and S.O.A.H. appeals.

- **Improve procedures and job efficiency** by evaluating work methods and making suggestions; plan and organize daily workload.
- **Enhance the division's effectiveness** by setting an example to peers through demonstrating professionalism in conduct, and appearance; understanding the necessity for dependability, punctuality, regular and reliable attendance, and integrity of work.
- **Comply with BCAD policies, procedures and state laws** by staying current on written policies and procedures for BCAD personnel; maintain current knowledge of new and revised tax laws and property tax code; attend TDLR education courses and maintain TDLR certification.
- **Contribute to team effort** by accomplishing assigned tasks which can change as required by business needs.
- **Physical demands requiring** sitting, standing, bending, kneeling, carrying, pushing, climbing stairs, lifting up to 30 lbs., walking over rough and muddy terrain, maneuvering through various job sites, possible weekends and overtime as needed.
- **Environmental factors include**, but are not limited to, high stress office atmosphere analyzing data at a computer terminal or lap-top, one on one meetings with taxpayers and fiduciaries, high phone demands, exposure to outdoors; high humidity and extreme temperatures, drives to designated locations to perform District or field assignments in all weather conditions.

### Reporting Relationships

**Reports to:** Appraisal Supervisor or as assigned.

**Supervises:** As assigned.

**Works With:** Internal – BCAD Staff

External – General Public, Fiduciaries, ARB

### Conditions of Employment

1. Meets standards of the **“General Description”**, **“Qualifications”** and **“Essential Functions of the Job”**.
2. Must sign an Ethics Agreement.
3. Must sign an Authorization for Non-Release or Release of personal information.
4. Must sign a Logon/Security/Electronic Mail Form for access to computing facilities.
5. Agrees to comply with all written District Employee Policies and Procedures.
6. Must complete a Financial Disclosure Form

### Evaluations

Evaluations will be in accordance with the BCAD personnel policies. After the initial 90 days the immediate supervisor will evaluate the employee's performance of their duties and responsibilities as detailed above. The initial review is a communication tool to review criteria and standards and not necessarily a salary change recommendation. Evaluations will then be at 6 months, followed by another at 12 months then annually in December of each year thereafter.

### Acknowledgement

I, Michael A. Amezcua, Chief Appraiser, do hereby approve the Appraiser III / IV Job Description.



**Michael A. Amezcua, Chief Appraiser**

09/04/2015  
**Date**