



BEXAR APPRAISAL DISTRICT

JOB SPECIFIC INFORMATION

Title: Student Data Collector
Department: Appraisal
Division: Residential, Commercial, Personal Property

AMENDED DATE: September 12, 2016

Group: 610
Exempt: No
TDLR Registration: None

General Description

Part time student employment, 20 to 29 hours per week. Must maintain student status with a minimum of 9 class hours a semester. Perform data entry work on assigned residential, commercial or personal properties to include identification, filing, and maintenance. Enter, track, and maintain permit information, inspection requests, plans, edits and corrections in support of appraisal operations. Data and quality assurance analysis as needed. Read and record dimensions from blueprints/plans. Assist in training of new Student Data Collectors and in development of Departmental training guidelines and procedures. May accompany appraisers with field verification activities. Mileage reimbursement provided for approved work related activities using personal vehicle based on current internal rates.

Qualifications

- Minimum of twenty-four (24) college hours, but must have at least one year remaining for graduation and maintain part-time status with a minimum of 9 hours during Spring and Fall Semester .
- Minimum GPA of 2.00 (C average) on a scale of 4.
- Demonstrate ability to operate a computer terminal and perform multiple inquiry functions for appraisal use.
- Type 25 wpm.
- Proficient in excel and statistical analysis.
- Communicate effectively orally and in writing.
- Must develop a basic understanding of all program edits.
- Must comprehend technical subject matter and terminology.
- Demonstrate ability to read maps and blueprints.
- Work effectively both independently and with others.
- Organize and plan work effectively.
- Commitment to providing exceptional public service.
- If position requires use of personal vehicle, a valid Texas driver's license with proof of liability insurance is mandatory with a verified acceptable driving record. In any case, must have reliable transportation.
- Must have a telephone or point of contact.

Essential Functions of the Job

- **Support organization goals** by performing data entry on assigned residential, commercial, and personal property accounts; interface with others to ensure proper applications, procedures and techniques are maintained; update data on

all residential, commercial and personal property files as directed by the appraisal staff or other authorized persons. May produce maps using GIS system.

- **Provide assistance to the general public and BCAD employees** by developing strategies to deliver effective and factual communication regarding BCAD policies, procedures and property tax laws affecting both the property owner and BCAD; communicate procedures and important deadlines.
- **Maintain BCAD database** by operating a PC and becoming familiar with the District's CAMA system in order to research and retrieve BCAD records. Also, operate copiers, printers, cameras, scanners and desk calculators.
- **Represent the district** by assisting in achievement of overall goals, those set by the District and those mandated by the State.
- **Improve procedures and job efficiency** by evaluating work methods and making suggestions; maintaining quality of work and division production standards; plan and organize daily workload.
- **Enhance the division's effectiveness** by demonstrating professionalism in conduct, and appearance; understanding the necessity for dependability, punctuality, regular and reliable attendance, and integrity of work.
- **Comply with BCAD policies and 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.
- **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 long distances over rough or muddy terrain, possible crawling, 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, copiers, printers, cameras, scanners, calculators, various measuring tools, high phone demands, may be some exposure to outdoors; high humidity and extreme temperatures, may drive to designated locations to inspect, measure and gather field data, or to perform District assignments in all weather conditions.

Reporting Relationships

Reports to: Appraisal Support Supervisor, Manager, or as Assigned.

Supervises: None.

Works With:

Internal – BCAD Staff

External – Property owners and their authorized agents.

Acknowledgement

I, Michael A. Amezcuita, Chief Appraiser, do hereby approve the Student Data Collector Job Description.



Michael A. Amezcuita, Chief Appraiser

09/12/16

Date