



BEXAR CENTRAL APPRAISAL DISTRICT

Title:	Appraiser	Group:	615
Division:	Appraisal	Exempt:	No
Department:	Business Personal Property, Commercial, and Residential Property	TDLR Registration:	Required

Summary

Perform entry level appraisal work on assigned residential, business personal, or commercial properties to include inspection and data collection. Train in the application of appropriate valuation procedures and techniques in order to reach objective decisions regarding appraised values. Represent the district in conducting informal meetings with property owners and work toward protest resolution.

Key Responsibilities

- Support organizational goals by performing field inspections and data collection on assigned residential, business personal, or commercial accounts. Collaborate with team leads to ensure proper applications, procedures and techniques are maintained; verify sales information and research sales file, value assigned account load, explain and justify values during appeals.
- 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.
- Maintain BCAD database by operating a PC/iPad and becoming familiar 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 hearing process, and assisting in the achievement of overall goals set by the District and those mandated by the State.
- 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; 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 using a computer or laptop, 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 field assignments, or other assigned District business in all weather conditions.

Qualifications & Requirements

Education & Experience

- 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 two (2) years experience in an agency or firm that conducts mass or fee appraisals may be substituted for a college degree.

AND

- Must be able to register with the Texas Department of Licensing and Regulation and obtain a Level IV RPA within five (5) years.

Knowledge & Skills

- Work effectively both independently and with others.
- Commitment to providing exceptional public service.
- Proficient in the mathematical tasks associated with appraisal.
- Under direction, accurately classify property by characteristics and record observations.
- Communicate effectively both orally and in writing.
- Learn and operate computer programs for appraisal use.
- Organize and plan work effectively.
- 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.

Physical & Environmental Requirements

- Ability to sit, stand, bend, kneel, carry, push, climb stairs, and lift up to 30 lbs.
- Ability to work in a high-stress office environment, including extended periods of computer work.
- Possible high phone demands and extended work hours, including weekends and overtime, as needed.

Reporting Relationships

- **Reports to:** Appraisal Supervisor or as assigned.
- **Supervises:** None
- **Works with:**
 - **Internal:** BCAD Staff
 - **External:** General Public, Fiduciaries

Acknowledgment

I, Rogelio Sandoval, Chief Appraiser, do hereby approve of the Appraiser Job Description.



Rogelio Sandoval, Chief Appraiser

Date: January 8, 2024