

Austin County Appraisal District  
906 E. Amelia St.  
Bellville, TX 77418



Telephone: 979-865-9124  
Facsimile: 979-865-3296

March 5, 2020  
Field Appraiser Position

The Austin County Appraisal District is seeking an individual to perform mass appraisal work on assigned properties to include but not limited to field inspection and data collection. Continued training in the application of appropriate valuation procedures and techniques in order to exercise discretion regarding appraised values is necessary. The individual may represent the district in the informal and formal protest hearing process.

Applicant must possess the ability to communicate effectively, orally and in writing, and to perform mathematical tasks associated with appraisal. Testing will be conducted for writing and math proficiency. Also, the ability to accurately classify property by characteristics and to record observations is required. Candidates must have a high school diploma or GED. Experience in the property tax field is helpful. Experience in the use of a personal computer and the Windows operating system is helpful along with the ability to learn and operate computer programs for appraisal use. Applicant must be able to work outdoors much of the time as well as being able to work effectively both independently and with others. The ability to organize and plan work effectively is essential. A commitment to providing exceptional public service is expected. A valid Texas driver's license with proof of liability insurance is mandatory with a verified acceptable driving record. If the designation as a Registered Professional Appraiser (RPA) has not already been obtained, the selected applicant must register with the Texas Department of Licensing and Regulation, maintain good standing with the department and attain the designation within five (5) years of registration. Salary will be based on qualifications.

Serious applicants may obtain an application and a complete job description at 906 E. Amelia St., Bellville, Texas or on the Appraisal District's website at [www.austincad.org/employment-opportunities](http://www.austincad.org/employment-opportunities)). Applications are due at the Appraisal District office by 5 p.m. Tuesday, March 31, 2020 [lfitzsimon@austincad.org](mailto:lfitzsimon@austincad.org). You may contact the Appraisal District at (979)865-9124 with any questions. Only applicants meeting stated qualifications will be considered. ACAD is an Equal Opportunity Employer.

**JOB TITLE: APPRAISER**

**STATUS: NON-EXEMPT**

**REPORTS TO: DEPUTY CHIEF APPRAISER AND/OR  
CHIEF APPRAISER**

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**PRIMARY PURPOSE:**

Discover and appraise all residential, commercial, business personal, industrial, and farm and ranch properties located within the appraisal district.

**QUALIFICATIONS:**

**Minimum Education/Certification:**

Must possess High School Diploma or greater.

Must have obtained or be working towards certification with the Texas Department of Licensing and Regulation as a Registered Professional Appraiser (RPA).

**Special Knowledge/Skills:**

Knowledge of all appraisal techniques  
Knowledge of computer-generated mass appraisal programs  
Above average communication skills preferred  
Must have a valid Texas driver's license

**Minimum Experience:**

Minimum of one year of successful experience in real estate appraisal is helpful, but not required.

**MAJOR RESPONSIBILITIES AND DUTIES:**

Discover and appraise all property in the district,

Assist in the construction of all residential, farm and ranch, mobile home, and land schedules to be used in the district,

Assist in the review of sales and ratio reports,

Present and defend appraisal district values before the Appraisal Review Board (ARB),

Must establish a good line of communication with property owners and/or their agents; including written correspondence,

Keep informed and comply with all state and district policies concerning primary job function,

Observe professional and ethical standards of behavior in accordance with the Texas Department of Licensing and Regulations code of ethics,

Other duties as assigned by the chief appraiser.

**EQUIPMENT USED:**

Personal computers, software used in computer assisted mass appraisals, mapping software, printers, calculators, and district owned vehicles

**WORKING CONDITIONS:**

Outside duties are required in all weather conditions  
Office duties are in a typical office environment