



# Walker County Appraisal District

## Open Position

**Position:** Appraiser

**Report To:** Appraisal Director

**Posting Date:** 7/28/2021

**Department:** Appraisal

**TDLR Registration:** Required

**Closing Date:** Until Position is filled

**Job Summary:** Appraise property via data collection, inspection, and analysis using generally accepted appraisal practices while offering professional and courteous service to all customers/ taxpayers. As with all positions within Walker CAD, the highest level of professionalism and customer service is required.

**Essential Duties:** In-office and fieldwork associated with the appraisal of rural, residential, commercial, and business personal property. Assist property owners with all property related inquiries, represent CAD in formal and informal ARB hearing process. Position requires business use of personal vehicle. A valid Texas driver's license with proof of liability insurance is required. \*Other duties as assigned.

**Physical Demands:** Fieldwork requires outdoor property inspection on varied terrain and temperature. Extensive data entry requires prolonged periods of sitting and PC/ keyboard utilization. Periodic bending, kneeling, and lifting may be required.

**Environmental Factors:** Continuous and direct contact with the public. Work indoors and outdoors (cold, hot &/or inclement weather is sometimes unavoidable). Entire property is a non-smoking workplace.

### **Qualifications:**

**Education:** High school diploma (or equivalent) is required. A general understanding of valuation principles as applied in mass appraisal. Position will require registration with Texas Dept of Licensing and Regulation and completion of education requirements to obtain the required R.P.A. designation within the 5-year certification period. Candidate should be prepared to undertake intense course of study in mass appraisal methods and philosophies. Travel and multi-day/night out-of-town lodging required to complete training courses.

**Skills/Abilities:** Seeking a professional minded, outgoing, friendly, and self-motivated individual for a face-paced office. Applicant will need to be highly detail oriented, have strong communications skills and be able to learn new software quickly. The ability to take direction and multi-task effectively while maintaining a courteous outlook is critical. Knowledge of Microsoft Office suite preferred. Knowledge of PACS/ True Automation software is a plus.

### **Salary:**

Walker CAD offers a competitive salary and benefits package. Starting salary for selected applicant will be commensurate to qualifications. Vehicle allowance provided. Walker CAD is an Equal Opportunity Employer.

### **Submit application / resume to:**

Walker CAD

Attn: Stacey Poteete – Chief Appraiser

1819 Sycamore

Huntsville, TX 77340

or via e-mail to: [info@walkercad.org](mailto:info@walkercad.org)