

CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY CLASS SPECIFICATION

Class Title: Appraiser Trainee

Department: Appraisal

FLSA Code: Non-Exempt

Position Summary/Purpose:

1. Thoroughly, accurately, and timely assist in the appraisal of small improved and unimproved tracts, and improvements under the supervision of higher-level appraisal personnel with little latitude for independent action within standard procedures;
2. Thoroughly, properly, and timely review property appraisal reports, to estimate costs and to gather data;
3. Perform any duties that may be necessary to insure courteous, efficient and professional service to each individual who has contact with Johnson County Appraisal District;
4. Provide accurate, timely, and courteous appraisal support to the Director of Appraisal Operations, Chief Appraiser and other district staff as needed or required.

Essential Job Duties/Responsibilities:

- Performs simple appraisal work
- Prepares special economic and statistical reports as needed
- Advises appraisal personnel on various appraisal problems and approved values
- Examines recorded records in investigative procedure to determine market value of real estate
- Interprets normal legal documents conveying title to real estate
- Assists in investigation of the acquisition of real estate and reports findings
- Makes physical inspections of properties and contacts sellers and buyers of real estate for information pertinent to the market value of the real estate
- Reviews real estate market data and performs research work as assigned
- Assists in inspections and recommendations of agricultural valuation for farm lands
- Organizes and maintains filing systems in compliance with records retention schedule
- Types/word processes correspondence, reports and forms
- Gain knowledge of provisions of the Texas Property Tax Code and their appropriate application
- Answers telephone and either personally addresses caller needs and request or transfers calls to appropriate personnel for handling
- Makes copies
- Faxes/mails documents, forms and correspondence
- Works under supervision
- Performs related duties as assigned and required by Director of Appraisal Operations or Chief Appraiser

- Regular and reliable attendance

Reports to: Director of Appraisal Operations

Supervises: None

Minimum Required Qualifications:

- **Skills/Abilities**

- To work productively and cooperatively with co-workers and the general public
- Neat and legible handwriting with attention to detail
- Mental alertness to detect and resolve error conditions
- To communicate effectively and diplomatically, both verbally and in writing
- To operate computer terminals/personal computers, computer printers, copiers, fax machines, calculators, and other equipment and devices competently and safely
- To make mathematical computations; perform reports and records work
- High levels of accuracy in word processing and data entry
- To understand and follow oral and written instructions; understand and follow departmental procedures
- To work under pressure and adhere to fluctuating schedules

- **Knowledge**

- Of modern office operations and practices
- Of computer terminals/personal computers and their efficient use and operation
- Of filing systems and their efficient use and maintenance
- Of applicable provisions of the Texas Property Tax Code
- Of established policies and procedures
- Of duties and services of the appraisal district

- **Education/Experience**

- Graduation from a standard high school or GED
- Graduation from an accredited college or university is preferred, but not required
- Courses and training in real estate appraisal will be required to obtain the State of Texas designations that are required under the present law and time frame
- Required to register with the Board of Tax Professional Examiners, State of Texas

- **Other Requirements**

- Commitment to teamwork and providing exceptional public service
- Must successfully pass job-related pre-employment screening and assessment measures
- Must maintain a driving record that is satisfactory and provide proof of current and sufficient auto liability and collision insurance coverage
- Must be able to work extra hours as necessary
- Some travel will be required
- Employees are expected to follow all personnel policies as approved by the Board of Directors of the Central Appraisal District of Johnson County

Work Environment:

- Office work, exposing incumbents to computer screens, copiers, and other office equipment
- Field work, exposing incumbents to weather elements and possible personal injury
- Work may, on occasion, entail light lifting

(This class specification provides a descriptive list of the range of duties and responsibilities undertaken by employees of the class. It is *not* intended or designed to reflect all the duties and responsibilities of the class. Furthermore, this class specification does not constitute an employment agreement between the Central Appraisal District of Johnson County and the applicant or employee and is subject to change as employer needs and job requirements change.)