

CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY CLASS SPECIFICATION

Class Title: Appraiser IV

Department: Appraisal

FLSA Code: Exempt

Position Summary/Purpose:

1. To thoroughly, accurately, and timely perform complex real estate appraisals on rural, commercial, residential and business personal properties using discretion and independent judgment;
2. To thoroughly, properly, and timely perform analysis of locations and properties, cost estimates of replacement, of acquisition of equivalent properties in the market, of capitalized income and of market value;
3. To 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. To 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:

- Appraises diversified types of commercial and residential real property
- Prepares special economic and statistical reports as needed
- Examines and verifies real estate records to determine incomes and expenses in connection with real estate owned
- Examines recorded records in investigative procedure to determine market value of real estate
- Interprets normal legal documents conveying title to real estate
- Makes physical inspections of properties and contacts sellers and buyers of real estate for information pertinent to the market value of the real estate
- Obtains statistical data on costs of farm, ranch, and urban lands; commercial buildings; homes and improvements
- Reviews real estate market data and performs research work as assigned
- Explains and demonstrates professional appraisal techniques to appraiser trainees
- Inspects and recommends agricultural valuation for farm lands
- Evaluates factors affecting market value of real estate, to select and evaluate pertinent data and to prepare clear, concise report of findings
- Presents results of appraisals at hearings before the Appraisal Review Board
- Ensures that all properties are valued in an equitable manner
- May testify in court as an expert witness
- Organizes and maintains filing systems in compliance with records retention schedule
- Types/word processes correspondence, reports and forms

- Answers telephone and personally addresses caller needs and request concerning appraisal issues
- Makes copies
- Faxes/mails documents, forms and correspondence
- Works independently
- 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 complex mathematical computations; perform complex 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 district procedures
 - To work under pressure and adhere to fluctuating schedules
 - To make crucial decisions based on information available
 - Experience in the real estate field, which has provided a sound understanding of real estate and construction principles and practices
 - Special training in recognized appraisal techniques
- **Knowledge**
 - Of real estate values and markets and mortgage banking practices
 - Of appraisal and evaluation techniques and procedures
 - Of applicable provisions of the Texas Property Tax Code
 - Of various capitalization techniques
 - 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 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
 - Four or five year's experience in appraising real property

- A Registered Professional Appraisal designation by having completed all courses and exams as required by the Texas Department of Licensing and Regulation
- Courses and training in real estate appraisal will be required to continue the State of Texas designations that are required under the present law and time frame
- Must be registered with the Texas Department of Licensing and Regulation

- **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.)