

Cooke County Appraisal District is accepting applications for a **Residential Property Appraiser**. Responsibilities include office and fieldwork associated with the discovery, listing, and valuation of residential properties in which the District has jurisdiction. This position also involves working with taxpayers to resolve property value disputes. Registered Professional Appraiser or related residential appraiser experience is preferred. Position will remain open until filled.

Job descriptions and application forms links are attached below, or can be obtained at the front counter. A completed application form is required. A resume must be attached.

Completed applications should be sent attention: Debbie Rinner

Mail: 201 North Dixon Street, Gainesville, TX 76240

Fax: 940-668-2587

E-mail: debbie.rinner@gmail.com

Or dropped off at the front counter of the Cooke County Appraisal District Office.

Cooke County Appraisal District is an Equal Opportunity Employer.

Due to the large number of applications, we will not be able to respond to all submitted. We will contact those applicants that are most qualified for any available position to arrange an interview. Please note there will be a delay between the date an offer is made and accepted and the job is removed from the web site.

JOB DESCRIPTION

REAL PROPERTY APPRAISER

GENERAL / ESSENTIAL JOB FUNCTIONS

In-depth knowledge of all aspects of the real estate market, including but not limited to the following: rate of appreciation or depreciation, market costs, market rent, typical & allowable expenses on income producing property, cost - market - income appraisals, local building costs for various structures. Must be able to analyze information needed for valuation and have the ability to study and learn the methodology of mass appraisal.

General knowledge of the inner workings of Appraisal Districts, including: The major responsibilities of the Board of Directors and the Appraisal Review Board, and the taxing entity's roll in the process. Must have knowledge of open records, open meetings, property tax law, and the code of ethics. General knowledge of homestead exemptions, other exemptions, cap valuation, renditions, omitted property, or any other laws affecting the property owner.

Locate situs addresses and entity boundaries by reading plats and maps. Must be able to utilize the following aids: deeds, contract for deeds, permits, deeds of trusts, mechanic liens, blueprints, surveys, easements, and deed restrictions. Investigate Manufacturing Home titles rendered to the state as real & personal property. Maintain correct state codes, neighborhood codes and subsets on all accounts.

Determine land value and site value in accordance with approved methods, standards, and procedures [USPAP], identifying any specific characteristics affecting the market value.

Visit a construction site or property, identify the specific characteristics of the property, measure the structure with a tape, sketch the drawing and make sure the coordinates square. Assign a property class in a uniform way utilizing appraisal manuals, cost estimation guides, and approved methods, standards, and procedures [USPAP].

Identify any structural deterioration due to: foundation, flood, mold, termite damage, contamination, functional obsolescence, economic obsolescence, electrical problems, roof repairs, etc. Also work with typical depreciation and depreciation schedules as indicated by the real estate market.

Maintain a minimum of 95% of market value to assure school funding, striving for accuracy and uniformity. Organize and maintain sales files, review the sales, perform sales ratio studies, adjust schedules as needed, and perform quality control checks. Also, work with the comptroller's office by reviewing their sales records, checking for clerical errors, and any other assistance needed to assure school funding.

Look for ag use abuses in assigned areas of work and take the necessary steps to correct them. Notify the Chief Appraiser of any possible ag rollbacks. Have a working knowledge of various agricultural endeavors. Ability to work with wildlife management plans and undivided interest accounts.

Review and verify correct values on all the properties while analyzing specific sales values. Utilize information concerning the sale, including but not limited to: foreclosures, delinquent taxes, owner financing, and typical financing. Must have the knowledge and ability to read and audit "Independent Fee Appraisals", settlement statements, title policies, and sales contracts.

Must be able to deal with people in a professional manner. Resolving differences, explaining procedures, clarifying procedures, and reaching agreements on value or resolving disputes with the property owner, or their agents. Also, must defend appraisal values to the Appraisal Review Board utilizing factual data, being prepared to go through the judicial review process (or District Court) if necessary.

Must have general office skills including: utilizing various reports, in-going and out-going correspondence, computer programs, printers, copiers, and fax machine. Communicate with the public on the telephone and in person, while keeping a phone log of all calls and inquiries. Distribute information, resolve issues, and respond to the inquiries of the property owners.

Obtain and maintain professional designation as Registered Professional Appraiser.

Perform other duties as assigned by the Appraisal Supervisor or the Chief Appraiser.

WORK HOURS

Normal work hours are 8:00 a.m. until 5:00 p.m., Monday through Friday. Periodically, it will be necessary for the appraiser to work past five and on weekends. The appraiser should be punctual and have a high attendance level.

JOB COMPLEXITY

The Appraiser position requires detailed and complex decision making, which necessitates considerable independent thinking while adhering to all the guidelines in a uniform manner.

Must have a basic knowledge of math and statistics as used in mass appraisal.

Must be able to physically measure and inspect numerous properties efficiently and accurately.

Must be able to use and understand appraiser's manuals. The appraiser should also have a working knowledge of word processors and spreadsheets.

Good verbal and written communication skills are essential.

Should have a working knowledge of CCAD goals, and ability to plan and organize their assigned areas to meet these objectives.

PUBLIC CONTACT

Deals heavily with the public during the equalization period on the telephone and in the office. Must be able to project a professional image to the general public.

ACCURACY

It is essential that the Appraiser be highly accurate and able to work effectively with minimal supervision. Appraisal errors can cause severe problems for the Appraisal District. Legal action and tax payment refunds could be a result, not to mention the diminished reputation.

SUPERVISION

Reports to the Appraisal Supervisor, then to the Chief Appraiser.

This position has no supervisory responsibility over another employee.

WORK HAZARDS

There are certain physical hazards associated with the Appraiser position when working in the field. An appraiser must be able to physically negotiate uneven and broken terrain and maneuver slick or cluttered property. This is especially the case on active construction sites or in rural areas. At times, lifting heavy boxes of records is required when working in the field. When inspecting an active construction site, the appraiser will encounter heavy equipment, suspended overhead objects, running machinery, sharp objects in walkways, and possibly exposure to noxious fumes or odors. The appraiser will not be expected to put themselves in physical danger from vicious animals or like dangers. No one is expected to tolerate physical or verbal abuse.

EDUCATION / EXPERIENCE

Minimum: High School education or equivalent

Register with the Texas Department of Licensing & Regulation T.D.L.R. as an appraiser. Actively work toward a Registered Professional Appraiser designation.

Background in Real Estate or appraisal would be helpful.

REQUIREMENTS

Must have reliable vehicle, a valid driver's license, and a good driving record. The appraisal district currently furnishes 4 vehicles to be utilized by the appraisers. If no vehicles are available, there may be some occasions when you would need to drive your personal vehicle. If your personal vehicle is utilized, you will be reimbursed at the current amount per mile allowed by the IRS.