

GUADALUPE APPRAISAL DISTRICT

Job Description: Residential Appraiser

Primary Purpose: This position is responsible for collecting data for the purpose of appraising residential or farm-ranch improvements located within district boundaries for ad valorem tax purposes. The position is also responsible for categorizing and analyzing residential sales information for database entry. This position reports to the Residential Appraisal Team Leader.

Job Responsibilities:

- Locate, categorize, and document residential and farm-ranch improvements within the district for entry into the appraisal database.
- Review existing residential and farm-ranch improvement valuation schedules for changes and adjustment modifiers, as required, to maintain an appraisal database that is reflective of current market conditions.
- Perform aerial inspections of properties for electronic entry into appraisal database.
- Field inspect and record image data of residential and farm-ranch improvements for electronic entry into appraisal database.
- Field work required approximately 20% of the time during September – March months.
- Request, coordinate, correlate, key, and analyze sales data related to residential valuation process. To include documenting process and conclusions. Catalogue sales data and confirmation documents.
- Identify, document, reconcile, and value properties entitled to residential inventory valuation through use of current discount categories and factors. To include resolving classification/value disputes, when necessary.
- Identify and document residential market areas, enter appropriate market area data into appraisal records, perform residential market area (neighborhood) analysis, document conclusions and enter modifiers into database.
- Review, determine, and document land values for (newly) platted subdivisions.
- Conduct informal direct, and electronic (phone, email, e-file) hearings with property owners or their authorized representatives to reconcile and resolve value disputes; includes preparation of formal hearing evidence packets, when necessary.
- Provide answers to technical questions, regarding property valuations, from property owners.
- Perform other related duties as requested.

Skill Requirements:

- Computer proficient: working knowledge of Microsoft Word, Excel, GIS applications, construction estimating or replacement cost software.
- Clear communication and strong customer services skills.
- Multi-tasking skills, to include the ability to navigate multiple applications at the same time.
- Bi-lingual in Spanish is preferred, not mandatory.
- Ability to read and interpret legal documents, including deeds, real estate contracts, HOA covenants, conditions and restrictions, plat maps, blueprints.
- Familiarity with real estate appraisals, methods of market valuation, and data relating to market conditions.
- Familiarity with building construction methods and terminology.
- Analytical skills with strong attention to detail for proper classification of improvements.

Work and Education Experience:

Required:

- High school graduate or equivalent. Working towards associate of undergraduate degree.
- Must complete required training courses and obtain Registered Professional Appraisal (RPA) designation within three years of employment.

Preferred:

- Associate or undergraduate degree with emphasis in a real estate or mathematics field.
- Prior work experience with an appraisal district or tax office.
- Class III – Class IV Registered Appraiser designation, in good standing, from the Texas Department of Licensing and Regulation (TDLR).