

Guadalupe Appraisal District (GAD)

Job Classification Title: Staff Appraiser

Work Series: Professional

Level of Work: Entry-Level thru Senior Level

Pay Grade: Compensation is commensurate with qualifications, experience and certifications.

Primary Purpose: The Staff Appraiser performs a variety of property appraisal duties to support the Guadalupe Appraisal District's mission of maintaining accurate and equitable property valuations. Under general supervision, the Staff Appraiser conducts field inspections, utilizes aerial imagery and GIS technology to review and verify property characteristics, collects and analyzes property data, assists property owners, applies appraisal methodologies, and maintains appraisal records in compliance with state laws and district policies.

Assignments may include residential, commercial, rural, or other property appraisal functions based on district needs and employee qualifications.

Key Responsibilities:

- Conduct field inspections to verify property characteristics and collect appraisal data.
- Utilize aerial imagery, GIS mapping systems, and other technology to identify property changes, verify property characteristics, and review appraisal data.
- Inspect residential, commercial, rural, and other property types as assigned.
- Analyze property sales, market trends, construction costs, income information, and other relevant data.
- Apply accepted appraisal techniques and methodologies to estimate market value.
- Maintain accurate and current property records within appraisal software systems.
- Respond to taxpayer inquiries and explain appraisal procedures and valuation decisions.
- Assist in resolving valuation issues and property record discrepancies.
- Represent the district during informal hearings and other property review processes as assigned.
- Prepare reports, documentation, and correspondence related to appraisal activities.
- Perform other duties as assigned in support of district operations.

Qualifications:

- High school diploma or GED required.
- Associate's or bachelor's degree in a related field preferred.
- Previous appraisal, real estate, property tax, assessment, construction, agricultural, land management, or related experience preferred.
- Strong analytical, organizational, and problem-solving skills.
- Effective verbal and written communication skills.
- Ability to work independently and as part of a team.
- Proficiency with computer systems, databases, and Microsoft Office applications.
- Ability to interact professionally with the public and other stakeholders.

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Licensing and Certification Requirements:

- Must meet all Texas Department of Licensing and Regulation (TDLR) requirements applicable to appraisal personnel.
- Must successfully complete required certification courses and examinations necessary to obtain designation as a Registered Professional Appraiser (RPA) within the timeframe prescribed by TDLR.
- Valid Texas driver's license and acceptable driving record required.

Working Conditions

This position involves a combination of office and field work. While some on-site property inspections are required, a substantial portion of appraisal review activities are conducted using aerial imagery, GIS mapping systems, appraisal software, and other technology-based resources. Employees may be required to travel throughout the district, work outdoors in varying weather conditions, and walk uneven terrain when conducting field inspections

Benefits:

- Health & Life Insurance
- Retirement Plan (Employer Match at 200%)
- Thirteen Paid Holidays
- Ten Days of Paid Personal Leave
- Eight Days of Paid Sick Leave

This position will be open until filled.

Posted: August 5, 2026

An application is available on our website: www.guadalupead.org

**If submitting resume', please also submit employment application.
Resumes' without an employment application will not be considered.**

Application/Resumes should be submitted to:

Guadalupe Appraisal District
c/o Human Resources
3000 North Austin Street
Seguin, TX 78155
or

emailed to hr-finance@guadalupead.org

Guadalupe AD is an Equal Opportunity Employer.