

SMITH COUNTY APPRAISAL DISTRICT

245 SSE Loop 323
Tyler, Texas 75702
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POSITION VACANCY ANNOUNCEMENT

JOB TITLE: BUSINESS PERSONAL PROPERTY APPRAISER

DIVISION: APPRAISAL

TDLR REGISTRATION: REQUIRED

DESCRIPTION:

Locates and evaluates business personal property within the district; collects accurate data of property characteristics necessary to value property. Performs complicated appraisal work on assigned classes of properties as well as applying cost, market, and income valuation techniques and procedures, and other related duties. Works under the direct supervision of assigned Senior Appraiser.

EXAMPLES OF DUTIES:

Gathers data, updates, and reviews appraisal records to ensure accuracy and completeness.

Completes in-field inspections.

Reviews financial records, renditions, and other pertinent documents.

Assists in the collection and verification of sales data.

Prepares data and represents the district in informal hearings, and formal hearings before the Appraisal Review Board.

Receives and resolves inquiries from property owners and taxpayers.

Other related duties as assigned.

QUALIFICATIONS:

Complete training to understand computer assisted appraisal system. Ability to communicate effectively with co-workers, supervisors, and the general public. Must be able to successfully complete Texas Department of Licensing and Regulation registration requirements and advancements. Must be able to use personal vehicle on the job daily, possess a valid Texas driver's license, and comply with auto liability insurance coverage as stated in SCAD Personnel Policies. Field work requires the individual to inspect and classify properties. It requires the ability to measure properties, complete walk-through inspections, and take photos of the property. This activity occurs throughout the year, including inclement weather.

REQUIRED EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with business related experience.

SALARY RANGE: COMMENSURATE WITH EXPERIENCE

CLOSING DATE: UNTIL FILLED

EQUAL OPPORTUNITY EMPLOYER