

JOB OPPORTUNITY ANNOUNCEMENT

POSITION TITLE: **Field Appraiser** (Non-Exempt)
SALARY: Commensurate with Experience and Qualifications
CLOSING DATE: Open Until Filled

The Bandera Central Appraisal District (an Equal Opportunity Employer) is seeking a Field Appraiser to perform appraisals of all real properties under the direct supervision of the Chief Appraiser.

JOB DUTIES AND RESPONSIBILITIES

- Performs duties associated with the appraisal of all real properties, which include, data collection, inspection, analysis, and application of generally accepted appraisal techniques.
- Works with taxpayer regarding inquiries and protest during the appeal process.
- Expected to successfully complete coursework required for certification with the Texas Department of Licensing and Regulation, as well as additional classes that may be required by the Appraisal District.
- Any other duties as assigned by the direct supervisor or Chief Appraiser

QUALIFICATIONS

- High School Diploma or possess a GED
- Good computer, analytical, and organization skills
- Great communication skills and experience working in a 'team' environment
- tremendous work ethic and honesty
- Reliable transportation, valid Texas driver's license, and proof of liability insurance required.

Essential Physical Demands: Requires sitting, walking on all types of terrain, climbing, standing, driving vehicle, bending, kneeling, extending/twisting of the upper body. Must be able to hear and speak both in person and by phone. Must be able to see and read fine print and lift, up to 50 pounds. The position requires considerable concentration, ability to manage time effectively and work without supervision. It is subject to stress caused by a changing public environment, diversity in the organization, heavy workload, high call volume, and mandatory deadlines. Requires the ability to assess information, ask questions, make decisions, and execute assignments.

Interested persons must complete the Bandera Central Appraisal District application, which is located on our website, www.bancad.org/employment, or one may be picked up at our office, located at 1206 Main St., Bandera, TX 78003.

Please submit a resume along with an application to:

Bandera Central Appraisal District
Attn: Maria Garcia
P.O. Box 1119
Bandera, TX 78003
info@bancad.org
Phone: (830) 796-3039