

**Position:** Appraisal Manager

**Organization:** Gillespie CAD

**Date Posted:** July 2019

**Duties:**

- Oversee the appraisal functions of the office including the appraisal of land, residential, and commercial properties.
- Oversee and conduct the collection and verification of real estate sales data, market data, and income and expense data.
- Conducts mass appraisal of property in the District by creating or updating appraisal schedules.
- Assist in the valuation of commercial property utilizing income valuations.
- Defend values before the ARB and at arbitration.
- Assist with all property owners concerning the valuation of their property.
- Supervise work of appraisers in the office to ensure timely and consistent appraisal work.
- Conduct training on field work, appraisal methodology, and appraisal software
- Assist with MAP reviews and Property Value Studies.
- Modify and update procedures and manuals for the district as needed.
- Perform other duties and projects as assigned by the Chief Appraiser

**Requirements:** Generally knowledgeable of all facets of appraisal district operations, the Texas Property Tax Code, MAP Reviews, and the Property Value Study. Good knowledge of mathematical and statistical tools used in the appraisal of property. Proficient in calculations and theories of all generally accepted approaches to value. Experience in creating, maintaining, and updating value schedules. Experience in the PACS CAMA system and SQL. Managerial experience over other employees is a plus.

**Minimum Qualifications:** Bachelor's degree and Registered Professional Appraiser designation from TDLR. Also, must be in good standing with TDLR. A valid Texas driver's license with a verifiable driving record is required. Subject to background check and drug test.

**Pay and Benefits:** Salary commensurate with experience and qualifications. Benefits include medical insurance, retirement plan, sick leave, and vacation.

Gillespie Central Appraisal District is an equal opportunity employer.

Applicants must submit a Gillespie CAD Employment Application along with a cover letter to [job@gillcad.org](mailto:job@gillcad.org) or to:

Scott Fair, Chief Appraiser  
Gillespie CAD  
1159 S Milam St  
Fredericksburg, TX 78624