

**Position:** Deputy Chief Appraiser

**Organization:** Gillespie CAD

**Date Posted:** July 2017

**General Responsibilities:** Assist in the collection and verification of real estate sales data. Assist in the mass appraisal of property in the District by creating or updating appraisal schedules. Assist in the valuation of commercial property utilizing income valuations. Prepare data and represent the Appraisal District in informal and formal hearings presented to the ARB. Assist with all property owners concerning the valuation of their property. Supervise work of other appraisers in the office. Assist with MAP reviews and Property Value Studies.

**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. Managerial experience over other employees is a plus. Experience in the PACS CAMA system and SQL 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:** This is a salaried position with the salary based on experience. Benefits include medical insurance, retirement plan, sick leave, and vacation.

Gillespie Central Appraisal District is an equal opportunity employer.

Please email resume with cover letter to [job@gillcad.org](mailto:job@gillcad.org) or send resume to:

Scott Fair, Chief Appraiser  
Gillespie CAD  
101 W Main St, #11  
Fredericksburg, TX 78624