

Personal Property Appraiser Position

Organization: Gillespie Central Appraisal District

Date: July 2017

Education: High school diploma required. Prefer possession of a bachelor's degree from an accredited college or university.

Description & Details: Responsible for field and office appraisals of business personal properties; research in office and visit properties to gather, record, analyze, and maintain data for business personal property appraisals; receive and investigate complaints about property assessments, make reappraisals, and submit recommendations for consideration at review hearings; prepare and support technical cases to defend contested assessments in Appraisal Review Board or other hearings; and update file property information. Experience in appraisal or accounting a plus.

Requirements include:

- tremendous work ethic and honesty
- good communication skills
- proficient computer skills and strong math skills
- possess a valid Texas driver's license and be insurable by the District's insurance provider
- able to obtain and maintain licensing through Texas Department of Licensing and Regulation
- able to complete education requirements and spend up to a week at a time at classes out of town
- submit to background check and drug testing

Essential Physical Demands: Requires sitting, walking on all types of terrain, climbing, standing, driving vehicle, bending, kneeling, reaching and twisting 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 40 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.

Work schedule: Hours are Monday through Friday from 8 am to 5 pm.

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 or send resume to:

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