



**Dana Horton**  
**Chief Appraiser**  
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## **Property Appraiser**

### **ESSENTIAL JOB FUNCTIONS**

- Shall report to Director of Appraisal
- Performs property appraisals according to pre-determined guidelines
- Gather data and update appraisal records
- Review appraisal records for accuracy and completeness
- Record factors affecting value
- Evaluate and analyze collected data to arrive at a market value conclusion
- Explain the appraisal process and value conclusions to owners, agents and the appraisal review board
- Assist Personal Property staff as required
- General data entry as required
- Defend property values before the ARB
- Must register with the TDLR and continue with his/her professional growth and participate in the district's education program
- Other duties as assigned by his/her supervisor or chief appraiser

### **QUALIFICATIONS**

Minimum qualifications include:

- Valid Texas driver license with dependable vehicle transportation
- Current vehicle insurance meeting or exceeding the minimum State of Texas requirements
- Basic math skills
- Ability to communicate effectively orally and in writing with the public as well as with co-workers
- Ability to use and read a tape measure accurately
- Ability to work effectively both independently and with others
- Ability to organize and plan work effectively
- Computer literacy for basic data entry

### **ESSENTIAL PHYSICAL DEMANDS**

Requires driving; frequent sitting, standing, walking, climbing, stooping, pulling/pushing; prolonged use of computer; repetitive hand motion; lifting and carrying up to 50 pounds; work prolonged and irregular hours

### **ENVIRONMENTAL FACTORS**

Indoor activity analyzing data, exposure to outdoors; high humidity and extreme temperature