

JOB DESCRIPTION

Appraisal Support

DEPARTMENT: Commercial (Ag/Land)

EXEMPT/NON-EXEMPT: Non-Exempt

TITLE: Appraisal Support

POSTED DATE: 11/28/22

BENEFITS: Retirement, Longevity, Health, Dental, Vision, LTD, Life Insurance and more

PAY RANGE: \$43,000 - \$53,000

DUTIES & FUNCTIONS

Enter property data from appraisal cards to the District's computer system.

Enter agricultural/land valuation data from appraiser field notes to the District's computer system.

Process approval and denial letters.

Submit routine agricultural applications and rollback status reports to management, as required.

Work closely with the Information Technology, Customer Service, and Mapping departments to transmit, enter and process information into District records.

Work closely with appraisers and staff during the equalization period concerning scheduling protests, creating interview records, changing data after taxpayer consultation with appraiser, and managing reports.

Provide customer service in-person, via electronic communication, and telephone as needed.

Collect and organize agricultural applications and documentation so that appraisers can continually meet production expectations and deadlines.

Organize and process notifications of rollback, new owners, and re-files. Track the dates of mailing for filing deadlines.

Meet predefined deadlines during the appraisal cycle.

Generate appraisal cards for field inspections or reappraisal.

Organize incoming and outgoing appraisal cards by appraiser, date, and legal description.

Responsible for entering agricultural and land information as well as industrial, commercial, and rural improvements.

Reject or return incomplete appraisal cards to appraisers.

Provide quality control in entering and handling information.

File and maintain appraisal cards, applications, and rollbacks.

When data entry activity is minimal, perform other tasks as assigned.

During periods of heavy workload, may be assigned to assist other departments. The work performed could be of a nature that is totally unrelated to data entry.

KNOWLEDGE & SKILLS

The scope of the job requires that this position be able to read computer records, property cards, and all appraisal district records (i.e., maps, permits, rolls, reports, owner correspondence, inter-office communications, text books, manuals, etc.).

Know how to properly use computers, printers/copiers, scanners, and calculators.

Be proficient in individual and mass data entry.

Must have strong problem solving and time management skills.

Must be willing to collaborate and share ideas and experiences in a group dynamic.

Must have knowledge and desire to follow the District's cultural goals, core values and objectives.

Good verbal and written communication skills are essential. Must be able to communicate with other employees, the public, and taxing jurisdictions on the telephone and in-person. Must be able to distribute information and resolve issues in a professional and polite manner.

High degree of accuracy is essential. Appraisal and clerical errors can cause severe problems for the Appraisal District.

REQUIREMENTS

Education:

Some college preferred.

Experience:

At least six months data entry experience required. Prior appraisal experience preferred.

Employees of the District shall **not** be permitted to perform any type of fee appraisal work and property tax consulting services in or out of Denton County. They are also prohibited from performing any type of real estate activity involving the personal use of the employee's real estate license or broker license within Denton County.

Employees of the District shall **not** be permitted to engage in outside employment, where such employment may reflect negatively or creates an appearance of impropriety upon the District, the County, or any taxing jurisdiction within Denton County.

SUPERVISION

This position reports directly to their Supervisor and then to the Department Manager. Periodically, directives will be given directly from the Deputy Chief or Chief Appraiser of the District.

This position has no supervisory responsibility over another employee.

WORK HOURS

Normal work hours are 8 am until 5 pm, Monday through Friday. A seasonal flex schedule is offered. Those work hours are from 7:30 am to 5:30 pm, with every other Friday off. Periodically, it will be necessary to work past five and on weekends.

WORK HAZARDS

Majority of the work is performed in a traditional office environment.

At times, lifting of boxes weighing up to 50 lbs. is necessary.

I hereby verify that I have read and understand this job description. I understand that this job description is subject to change when the responsibilities of the job change. Further, I understand that I will be expected to perform in total accordance with this job description within six months of being hired.

EMPLOYEE: _____

DATE: _____

MANAGER: _____

DATE: _____