

## JOB DESCRIPTION

# Appraisal/Leasing Support

**DEPARTMENT:** Business Personal Property

**EXEMPT/NON-EXEMPT:** Non-Exempt

**TITLE:** Appraisal/Leasing Support

**POSTED DATE:** 03/07/2023

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

**PAY RANGE:** \$41,000- \$51,000

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### **DUTIES & FUNCTIONS**

Enter property data from leasing renditions. Works closely with leasing companies to maintain records. Process all supplements to leasing accounts.

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

Maintains files for renditions, leasing renditions, and other records as may be assigned in both hard copy format or in a personal computer database.

Works with the public by fielding taxpayer telephone calls and interfacing with taxpayers in obtaining or providing copies of property related business/valuation documents.

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

Use personal computers, copiers, calculators, document scanners and folding machine.

Be proficient in data entry.

Generate appraisal cards for field inspections or reappraisal.

Organize incoming and outgoing appraisal cards by appraiser, date, and legal situs in the data entry station.

Enter information via a personal computer. Responsible for entering ownership changes, address changes, and personal property valuations.

Reject or return incomplete appraisal rendition to leasing companies.

Provide quality control in entering and handling information.

Read and understand computer records, property cards, and all other DCAD records.

Process special inventory and various other documents for the department, and be responsible for perpetual database updates, and/or necessary data entry to appraisal district files as well as departmental files.

Responsible for entering ownership changes, address changes and personal property valuations.

Performs other tasks as assigned.

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**KNOWLEDGE & SKILLS**

Must be able to meet predefined deadlines during the appraisal cycle, and report to supervisor on progress towards these deadlines.

General computer skills and software such as Google Drive, Google Docs, and Google sheets.

Good verbal and written communication skills are essential.

Exhibit self motivation, ability to move fluidly between tasks, and ability to prioritize workload.

Must have knowledge of DCAD goals and ability to plan and organize workload to meet objectives.

Must have strong problem solving and time management skills.

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**REQUIREMENTS**

Education:

Minimum required: High School graduate or GED and six months data entry experience. Background with Google functions preferred.

Experience:

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

Must demonstrate a high degree of accuracy. Data entry mistakes could result in massive errors in the reports generated by the Department of Information Services. Errors in these reports could cause severe financial problems for the taxing entities and result in adverse publicity for the Appraisal District.

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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 create an appearance of impropriety upon the District, the County, or any taxing jurisdiction within Denton County.

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**SUPERVISION**

This position reports directly to the Personal Property Supervisor and 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.

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**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. Should be punctual and have a high attendance level.

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**WORK HAZARDS**

Majority of the work is performed in a traditional office environment. At times, lifting of heavy boxes or equipment may be required.

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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: \_\_\_\_\_