




Denton Central Appraisal District
3911 Morse Street
Denton, TX 76208

(940) 349-3800
 www.dentoncad.com

JOB DESCRIPTION

Business Personal Property Appraiser

DEPARTMENT: Business Personal Property

EXEMPT/NON-EXEMPT: Non-Exempt

TITLE: BPP Appraiser

POSTED DATE: 8/24/2023

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

PAY RANGE: TBD plus vehicle allowance

DUTIES & FUNCTIONS

The duties of this position include the discovery, listing and valuation of varying property types from small home-based businesses to large commercial and industrial campuses in which the district has jurisdiction.

Reviews confidential business personal property returns, depreciation schedules, business personal property benchmarks, recent sales of business personal property, machinery, and equipment. Reviews additional reports such as financial statements and accounting records as necessary.

Reviews permit and certificate of occupancy information received from the entities.

On-site inspection of property: identify characteristics, quantify and classify property.

Determine ownership of properties and taxable situs of properties.

Gather information concerning costs, sales, lease payments, standardized industry references, and values of similar properties.

Correlate the appropriate valuation approach (cost, market, or income).

Estimate the market value of properties in an assigned area, by category or type.

Ensure quality control of appraisals. Audit and confirm appraisals, as needed, which requires driving to the construction site or property and performing inspections rapidly and with accuracy.

Estimate the physical, functional and economic factors for depreciation.

Identify and document property state codes.

Enter property data from appraisal cards to DCAD's software.

Estimate the market value of property in an assigned area.

Resolve property owner disputes on market value.

Conduct informal appraisal protest hearings.

Represent the appraisal district before the ARB (Appraisal Review Board) on business personal property related accounts.

Identify and describe property characteristics.

Query information through Excel, Access, Google Sheets, or other DCAD databases.

Read and understand plats, deeds, blueprints, sales contracts, settlement statements, appraisal rolls, appraisal manuals, inter-office communications, various DCAD reports, and correspondence from taxpayers.

Learn to use all equipment provided by the appraisal district to aid in mass appraisal. Must have the ability to adapt to computer software used by the district.

Coordinate records and information with taxing entities and maintain a good working relationship with employees of taxing entities.

Resolve differences, explain procedures, clarify data, and reach agreements on valuation with property owners, or their agents.

Perform quality control checks.

Conduct a general re-appraisal and/or inventory of areas as necessary each year under the supervision of the business personal property department management.

Process supplements to the property tax roll.

Meet all deadlines to complete DCAD work and perform other tasks as assigned.

Perform other duties as assigned.

KNOWLEDGE & SKILLS

Must be able to collect basic appraisal information, determine a property's use or usefulness, and apply the best appraisal method or process (e.g., income, market, and cost approaches to value).

Must be able to physically measure and inspect numerous properties efficiently and accurately.

Must demonstrate an in-depth understanding of computer records, property cards, and all appraisal district records.

Must have an in-depth knowledge of the cost, market, and income approaches to value, as well as knowledge of property capitalization techniques.

Must be able to analyze sales ratio studies to determine market value, equality and uniformity of appraised values.

Must have a basic knowledge of math and statistics as used in mass appraisal.

Must be able to use and understand appraisal cost manuals and software.

Must have strong problem solving and time management skills.

Must have the ability to communicate effectively.

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

Must have knowledge and desire to follow the district's vision, core values and objectives.

REQUIREMENTS

Education:

College degree preferred (equivalent appraisal education and experience considered).

Experience:

Registered Professional Appraiser (RPA) designation or prior appraisal experience preferred.

Must have a reliable vehicle, valid driver's license, and liability insurance.

Must demonstrate an understanding and knowledge of the Texas Property Tax Code, Mass Appraisal and requirements of Uniform Standards of Professional Appraisal Practice within 6 months of hire.

Ability to make complex decisions, which necessitates considerable independent thinking.

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.

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 to the BPP Supervisor and the Director of Business Personal Property. Periodically, directives will be given directly from the Deputy Chief of Appraisal or the 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 will vary by the appraisal calendar. Periodically, it will be necessary to work past five and on weekends.

WORK HAZARDS

The work is performed outside in the elements and in a traditional office environment.

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

There are certain physical hazards associated with the appraiser position when working in the field. An appraiser must be able to physically navigate uneven and broken terrain and maneuver slick or crowded properties. This is especially the case on active construction sites. Appraisers may also encounter heavy equipment, sharp objects in walkways, and possibly even angry property owners. On occasion, an appraiser may encounter a vicious, unrestrained animal. The appraiser should be in reasonably good physical condition in order to handle such situations.

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: _____