

JOB DESCRIPTION

Business Personal Property Appraiser

DEPARTMENT: Business Personal Property

EXEMPT/NON-EXEMPT: Non-Exempt

TITLE: Appraiser

POSTED DATE: 2/21/23

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

PAY RANGE: \$70,000 - \$80,000 plus mileage

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.

Estimate the physical, functional, and economic factors for depreciation.

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.

Read and understand maps, plats, blueprints, deeds, contracts, and accounting records of all types, appraisal rolls, inter-office communications, various DCAD reports, and correspondence from taxpayers.

Assists the public by responding to their inquiries and providing information pertinent to their concerns.

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

Defend appraisals before the Appraisal Review board and in District Court as necessary.

Conduct a general review in an assigned area each year and reappraise as necessary under the supervision of the Personal Property Manager and Supervisor.

Must be able to communicate with the public on the telephone and in person. Distribute information, resolve issues, and respond to inquiries of taxpayers and taxing entities.

Perform quality control checks.

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

Must have a working knowledge of the tax code.

Must have a working knowledge of the cost, market, and income approaches to value.

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

On-site inspection of property with accuracy.

Must demonstrate an understanding of the major provisions in the Texas Property Tax Code.

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

Must be able to communicate with the public on the laws and regulations applicable to appraisal and exemptions.

Must be able to use and understand appraisal cost manuals, valuation guides and reference books.

REQUIREMENTS

Education:

Some college preferred.

Experience:

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

The Denton Central Appraisal District has four levels for appraiser positions, and each level has its own salary range. These levels are based on years of appraisal experience. The experience can be either governmental or private sector.

Minimum requirement for a Business Personal Property Appraiser position is: Appraiser II.

- Appraiser I -- Beginning appraiser to one year of experience.
- Appraiser II -- More than one year, and up to three years of experience.
- Appraiser III -- More than three years, and up to five years of experience.
- Appraiser IV -- More than five years of experience.

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. Appraisal and clerical errors can cause severe problems for the Appraisal District.

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.

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.

There are certain physical hazards associated with the appraiser position when working in the field. An appraiser must be able to physically negotiate uneven and broken terrain and maneuver slick or cluttered property. This is especially the case on active construction sites or in rural areas. 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 avoid 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: _____