

JOB DESCRIPTION

Deputy Chief of Appraisal

DEPARTMENT: Administration

EXEMPT/NON-EXEMPT: Exempt

TITLE: Deputy Chief of Appraisal

POSTED DATE: 11/22/2022

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

COMPENSATION: Salary will be contingent upon qualifications and commensurate with experience.

DUTIES, FUNCTIONS & REQUIRED SKILLS

Responsible for leadership of Residential, Commercial, Business Personal Property and Mapping departments.

The Deputy Chief of Appraisal must be well versed in and understand the Texas Property Tax Code and statutes that govern appraisal districts in the property tax system. Must be able to assist individual departments with aspects of property tax law, USPAP standards and best practices of mass appraisal.

Must be able to address taxpayers and entity representatives in open meetings concerning appraisal district operations and other topics. There will be frequent contact with taxing entities and taxpayers over the telephone, by email and in person, so excellent communication and presentation skills are imperative.

Must establish and maintain clear channels of communication with department managers and staff and have the leadership skills necessary to motivate, encourage and inspire employees to create an eagerness to achieve goals and objectives.

Must be able to coordinate the appraisal departments in completing all work before the appraisal roll is certified and help ensure the district has, in good faith, made every effort to provide a complete and accurate appraisal roll to the taxing entities.

Must stay current with all new legislation pending in the State Legislature and coordinate with the Chief Appraiser on the probable outcome of such legislation as well as the implementation of change in accordance with newly enacted legislation.

Will assist the Chief Appraiser in ensuring all operating and statutory deadlines are met by projecting and planning annually and coordinating with and providing leadership to the department managers.

Will provide direction and guidance to mapping and all appraisal departments concerning discovering, listing, reviewing, and appraising all taxable property in the appraisal district using generally accepted appraisal techniques.

Assist the Chief Appraiser in ensuring all appraisals are accurate and uniform and comply with the Texas Property Tax Code.

Will provide guidance and support to the Mapping Department Manager to help ensure property records are accurate according to current deed record history and the maps are kept current and made available to the public.

Assist the Chief Appraiser in the operations of the Appraisal District Office. This includes hiring staff, providing

departments with resources and necessary equipment to conduct business, and providing any accessible means by which the public can interact with appraisal staff.

Assist the Chief Appraiser in planning, coordinating, and administering the appraisal records, data processing functions, and exemption functions of the district.

Assist the Chief Appraiser with difficult internal and external problems requiring policy or procedural decisions, budgeting and personnel management.

Coordinate and implement goals and objectives instituted by the Chief Appraiser, the property tax code, Comptroller of Public Accounts, and other laws as they apply.

Will provide direction and guidance to appraisal and mapping departments in meeting all state mandated deadlines for taxpayer notification and certification of the appraisal roll.

Coordinate with school districts and outside counsel on appeals to the Property Tax Division of the State Comptroller's Office for the Property Value Study.

May provide information on values developed by DCAD to media, other agencies, taxing entities, and citizens.

Advise the Chief Appraiser on the status of the current work plans.

Work closely with local boards, jurisdictions, and tax offices in the development and communication of the plans of the district with the Chief Appraiser.

Represent the District in the absence of the Chief Appraiser.

Assist the Chief Appraiser in analyzing property values and/or developing schedules for the appraisal manual.

Other duties as assigned by the Chief Appraiser.

SUPERVISION

Reports directly to the Chief Appraiser. In the absence of the Chief Appraiser, the Deputy Chief Appraiser will report to the Board of Directors.

Assist the Chief Appraiser in oversight and direction of all district personnel.

WORK HOURS

Normal work hours are 8 am until 5 pm, Monday through Friday. A flex schedule is offered during our non-protest season. Those work hours are from 7:30 am to 5:30 pm, with every other Friday off. Periodically, it will be necessary for the Deputy Chief Appraiser to work past five and on weekends.

WORK HAZARDS

The majority of work is performed in a traditional office environment. This employee is expected to take all

necessary and reasonable precautions to avoid injury to self and others.

EDUCATION/EXPERIENCE

Must have a Bachelor's degree. Must hold a Registered Professional Appraiser designation.

Minimum of five years management in an appraisal district with experience in budgeting, finance, personnel management and appraisal.

OTHER REQUIREMENTS

Reliable vehicle, valid driver's license, and business liability insurance.

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 hire date.

EMPLOYEE: _____ DATE: _____

MANAGER: _____ DATE: _____