

JOB DESCRIPTION

Residential Appraiser/Analyst

DEPARTMENT: Residential

EXEMPT/NON-EXEMPT: Non-Exempt

TITLE: Residential Appraiser/Analyst

POSTED DATE: 01/10/2023

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

PAY RANGE: \$75,000 - \$89,000 plus mileage

DUTIES & FUNCTIONS

The duties of this department include discovery, listing, and valuation of all residential properties and mobile homes in subdivisions, abstracts and mobile home parks.

Appraisal of all residential land in subdivisions in the cities and rural areas and abstract parcels in the cities.

Identify property characteristics.

Resolve property owner disputes on market value.

Schedule Appraisal Review Board hearings, explain hearing procedures with taxpayers and send taxpayers information concerning hearings during the equalization period. Represent the appraisal district before the ARB (Appraisal Review Board) on residential related accounts.

Estimate the market value of property in an assigned area. Conduct on-site inspection of property, identify characteristics, measure structure, and assign a property class.

Describe and sketch buildings of all shapes and sizes and details of floor plans.

Estimate the physical, functional and economic factors for depreciation.

Learn to analyze sales and cost information needed for valuation.

Identify neighborhoods, maintain equity through market analysis, make sure that the DCAD ratios and the coefficient of dispersion is within DCAD guidelines. Make sure that "sales chasing" does not occur.

Review engineers reports, fee appraisals, etc.

Plot sales using GIS (Geographic Information Systems)

Query information through Excel, Access, google sheets or other DCAD databases.

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.

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

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 Appraisal Supervisor.

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

Appraiser/Analyst position will require appraiser work with a smaller assigned area and additional tasks will include but not be limited to the following:

- Run reports and clean up existing data.
- Perform routine quality control audits of residential property data.
- Analyze appraisal data to identify the department's training needs.
- Provide guidance and support to appraisers during all appraisal cycles to ensure more accurate results.
- Develop spreadsheets and processes to aid the residential department in performing appraisal tasks more accurately, efficiently, and in a uniform manner amongst staff.
- Work with IT to update residential queries and create monitors.
- Perform assignments as needed to help Leadership.
- Appraise and review more high end and complicated areas.
- Resolve differences, explain procedures, clarify data, and reach agreements on valuations with large and complex owners and agents.
- Create and demonstrate training materials to help aid in the training of the residential department.

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.

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 Residential 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 minimal supervisory responsibility over other employees.

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: _____