

Travis Central Appraisal District

<https://traviscad.org/job/bppappraiser2>

BPP Appraiser

Position Summary

Under the general direction and supervision of the BPP Team Lead, the Business Personal Property Appraiser will perform the functions and activities associated with the appraisal of business personal property. The Business Personal Property Appraiser typically works Monday through Friday, 7:45 a.m. to 4:45 p.m., with extended hours as needed.

Essential Duties

- Serve as the liaison between the district, the public, jurisdiction representatives, agents, and attorneys.
- Perform complex calculations related to personal property.
- Respond to BPP email inquiries from agents, other TCAD departments, and general public as needed.
- Assist in facilitating the exchange of data with contract appraisal services through email and telephone.
- Process requests for copies of renditions and breakdowns of appraisals.
- Engage in negotiations and reach settlements regarding value disputes with property owners and/or property tax consultants.
- Represent the District when required before the Appraisal Review Board.
- Demonstrate awareness of confidential information and ensure its protection.
- Conduct fieldwork in assigned geographical areas of Travis County.
- Adhere to assigned deadlines and complete tasks accordingly.
- All duties are performed independently and require self-motivation and a professional attitude in the work environment. The appraiser must be able to do business with the public in sometimes difficult and adversary situations.

Requirements/Additional Responsibilities

- Must be a Registered Professional Appraiser (RPA) or be able to pursue and obtain within 5 years.
- Must be authorized to work in the US, have reliable transportation, a valid Texas Driver's License, and proof of liability insurance.
- Continuing education — Stay current on appraisal, assessment, and technology issues and apply new knowledge in the work environment.

Minimum Education and/or Experience

- Bachelor's degree preferred, preferably in Finance, Accounting, or other related discipline.
- Minimum of five (5) years of clerical experience, two (2) years of customer service experience, both in-person and by phone. Experience in sales, leasing, property management, building or development a plus.

Knowledge, Skills, and Abilities

- Knowledge of factors, techniques, methods, and principles involved in residential property appraisal, including applicable principles and guidelines outlined in the Texas Property Tax Code and Uniform Standards of Professional Appraisal Practice.
- Knowledge of Microsoft Office, proficient in Word, Outlook, and Excel
- Ability to read, analyze, and interpret closing statements, surveys, title insurance, AIA, or other documents and respond effectively to inquiries or complaints orally and in writing.

Date

September 2024

Hiring organization

Travis Central Appraisal District

Job No.

2024144302

Employment Type

Full-time

Status

Exempt, Pay Grade 5

Department

Business Personal Property

Reports To

BPP Team Lead

Job Location

Austin, TX

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- Ability to communicate effectively orally and in writing.
- Ability to assess information, ask questions, make decisions, manage time effectively, and execute assignments.

Physical Requirements

Must be able to sit or stand for extended periods, walk on all types of terrain, climbing, driving a vehicle, bending, kneeling, reaching and twisting the upper body. Must use hands for data entry much of the workday. Must be able to hear and speak both in person and by phone. Must be able to see and read fine print and lift 40 pounds. This position is subject to stress caused by a changing public environment, organizational diversity, heavy workload, and mandatory deadlines. Moderate stress levels are consistent with occasional significant stress.

Work Environment

An indoor and outdoor setting in all types of weather conditions. Frequent exposure to computer monitors and interfacing with the public. Job is not subject to significant occupational or environmental hazards.

DISCLAIMER

This job description is not an employment agreement, contract agreement, or contract. Management has the exclusive right to alter this job description at any time without notice. This job description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

The Travis Central Appraisal District is an equal opportunity/affirmative action employer. The Travis Central Appraisal District does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, military service, AIDS or HIV status, ancestry, national or ethnic origin and any other characteristic protected by law.

Resumes are welcome, but applicant must submit a completed employment application before an interview will be granted. Employment is contingent upon a post-offer criminal background check.