

TRAVIS CENTRAL APPRAISAL DISTRICT

JOB DESCRIPTION

JOB TITLE	Land/AG Team Lead	DATE	JOB #	September 2026	2026145302
DEPARTMENT	Residential	STATUS	Exempt		
REPORTS TO	Land/AG Manager	PAY GRADE	10		

POSITION SUMMARY

Under the general direction and supervision of the Land/AG Manager, this position supervises appraisal staff, performs quality control, delegate tasks, and perform other duties as needed. The Land/AG Team Lead typically works Monday through Friday, 7:45 a.m. to 4:45 p.m., with extended hours as needed.

ESSENTIAL DUTIES

- Train and supervise appraisal staff
- Perform quality control
- Assist in developing policies and procedures on support function and administration
- Supervise the gathering of data pertaining to classification and value of residential and commercial land
- Act as liaison between Appraisal Support, Commercial, and Residential appraisal
- Represents the district in various forums; frequent contact with property owners, property tax professionals, attorneys and the general public
- Assist in the oversight of properties receiving or applying for 1-D-1 Special Valuation
- Assist in appraising difficult or complex properties
- Conduct field work; valuation and protests of assigned property categories
- Safeguard confidential information and adhere to assigned deadlines
- Maintain professionalism in sometimes challenging situations while interacting with the public.
- All duties are performed independently and require self-motivation and a professional attitude in the work environment. The incumbent to this role 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. Level 3 license a plus.
- 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 is preferred, preferably in Real Estate, Appraisal, Statistics, Economics, or other related discipline. Acceptable work experience may be substituted for a college degree
- Minimum of two (2) years of supervisory experience, Minimum of two (2) years of fee or mass appraisal experience. Experience in sales, leasing, property management, building or development a plus.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of factors, techniques, methods, and principles involved in property appraisal, including applicable principles and guidelines outlined in the Texas Property Tax Code and Uniform Standards of Professional Appraisal Practice and IAAO Standards
- Knowledge of Microsoft Office, proficient in Word, Outlook, and Excel
- Ability to read, analyze, and interpret closing statements, surveys, site plans, title insurance, subdivision plats, topography maps, condominium declarations, and other real estate documents, as well as the ability to respond effectively to inquiries or complaints orally and in writing.
- Familiarity with land development, site planning, and subdivision processes, as well as zoning and other land development regulations desirable.
- Knowledge of farm and ranch operation as well as the qualification and application of special valuation
- 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, 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. Frequent exposure to computer monitors and interfacing with the public. Job is not subject to significant occupational or environmental hazards.

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.

TRAVIS CENTRAL APPRAISAL DISTRICT

JOB DESCRIPTION

JOB TITLE	Residential Team Lead	DATE	JOB #	September 2026	2026145303
DEPARTMENT	Residential	STATUS		Exempt	
REPORTS TO	Residential Manager	PAY GRADE		10	

POSITION SUMMARY

Under the general direction and supervision of a Residential Manager, this position supervises appraisal staff, performs quality control, delegate tasks, and perform other duties as needed. The Residential Team Lead typically works Monday through Friday, 7:45 a.m. to 4:45 p.m., with extended hours as needed.

ESSENTIAL DUTIES

- Train and supervise appraisal staff
- Perform quality control
- Assist in developing policies and procedures on support function and administration
- Supervise the gathering of data pertaining to quality, classification and value of residential property
- Act as liaison between Appraisal support and Residential appraisal
- Represent the District in frequent contact with property owners, property tax professionals, attorneys and the general public.
- Assist in appraising difficult or complex residential properties.
- Conduct field work; valuation and protests of assigned property categories.
- Safeguard confidential information and adhere to assigned deadlines.
- Maintain professionalism in sometimes challenging situations while interacting with the public.
- All duties are performed independently and require self-motivation and a professional attitude in the work environment. The incumbent to this role must be able to do business with the public in sometimes difficult and adversary situations.

REQUIREMENTS/ADDITIONAL RESPONSIBILITIES

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- 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 is preferred, preferably in Real Estate, Appraisal, Statistics, Economics, or other related discipline. Acceptable work experience may be substituted for a college degree
- Minimum of two (2) years of supervisory experience, Minimum of two (2) years of fee or mass appraisal experience. Experience in sales, leasing, property management, building or development a plus.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of factors, techniques, methods, and principles involved in property appraisal, including applicable principles and guidelines outlined in the Texas Property Tax Code and Uniform Standards of Professional Appraisal Practice and IAAO Standards
- Knowledge of Microsoft Office, proficient in Word, Outlook, and Excel
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