



# TRAVIS CENTRAL APPRAISAL DISTRICT

## HUMAN RESOURCES DIVISION

### JOB DESCRIPTION

<b>DATE</b>	January 2022	<b>JOB TITLE</b>	Commercial Appraiser
<b>DEPARTMENT</b>	Commercial	<b>STATUS</b>	Exempt
<b>REPORTS TO</b>	Commercial Director	<b>SALARY</b>	Grade 6+
<b>JOB#</b>	202214230		

#### **ESSENTIAL JOB FUNCTIONS:**

Under the general direction and supervision of the Commercial Director this position performs the functions and activities associated with the appraisal of assigned commercial properties to include office and field work.

#### Essential Duties Include:

- Inspect, measure, collect data, analyze and apply appropriate valuation techniques to commercial real estate properties in Travis County.
- Document appraisal in written form, which includes the appraiser's opinion of the property's value, relevant market data, and income information with supporting analysis.
- Maintain current knowledge of real estate values and property developments to ensure that valuations conform to current market prices
- Make progress and conformance inspections of construction properties to ensure that completed improvements are keeping with the original intention assumed in the appraisal.
- Directly interface with attorneys, litigation appraisers, and expert witnesses in order to provide data and analyses necessary for lawsuit and arbitration resolution.
- Represent the District in informal and formal protest hearings.

#### **QUALIFICATION REQUIREMENTS:**

**Education:** Possession of a bachelor's degree is preferred, preferably in Real Estate, Appraisal, Statistics or other related discipline.

**Experience:** 3 or more years of experience in in real estate fee or mass appraising. Experience in sales, leasing, property management, building or development a plus.

**Required:** Must be a Registered Professional Appraiser or be able to pursue and obtain within 5 years.  
*\*Possession of a MAI and/or Real Estate Broker's license is a plus*

#### **KNOWLEDGE & ABILITIES:**

- Extensive knowledge and experience in the application of the Income Approach with commercial properties
- Should have the ability to read, analyze, and interpret closing statements, surveys, or other documents as well as the ability to respond effectively to inquiries or complaints orally and in writing.
- Must be authorized to work in the US.
- Spanish Bilingual a plus

#### **The final candidate will be subject to a background check.**

**ESSENTIAL PHYSICAL DEMANDS:** Requires sitting, walking on all types of terrain, climbing, standing, driving vehicle, bending, kneeling, reaching and twisting upper body. Must use hands for data entry and drawing. Must have the ability to see and read fine print as well as lift up to 40 pounds. Must be able to work overtime when needed with little notice.

**ENVIRONMENT FACTORS:** Indoor activity with constant exposure to video display computer terminal. Subject to interruptions and distractions. The position requires considerable concentration, ability to manage time effectively and work without supervision. It is subject to stress caused by a changing public environment, heavy workload, and mandatory deadlines. Moderate stress levels are constant with occasional significant stress. Requires the ability to assess information, ask questions, make decisions, and execute assignments.

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.*