

TRAVIS CENTRAL APPRAISAL DISTRICT

JOB DESCRIPTION

JOB TITLE	Commercial Appraiser	DATE	JOB #	September 2026	2026142303
DEPARTMENT	Commercial/BPP Appraisal	STATUS		Exempt	
REPORTS TO	Commercial/BPP Team Lead	PAY GRADE		Dependent on Qualifications	

POSITION SUMMARY

The Commercial Appraiser is responsible for data collection, market analysis, and valuation of new and existing commercial property, and improved and vacant commercially zoned land in Travis County. The Commercial Appraiser will typically work Monday through Friday 7:45 am to 4:45 pm with extended hours as needed. To accomplish this, regular attendance MUST be maintained. This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent. Incumbent is expected to perform other related duties, as assigned.

ESSENTIAL DUTIES

- Inspect, measure, collect data, analyze, and apply appropriate valuation techniques to commercial real estate properties in Travis County.
- Conduct onsite inspections of commercial property in various geographical areas of Travis County as assigned.
- 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.
- Directly interface with attorneys, litigation appraisers, and expert witnesses to provide data and analyses necessary for lawsuit and arbitration resolution.
- Educate property owners on assessment/appraisal process and defend values at appeal hearings (formal/informal).
- 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 adversarial 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 Texas 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 Real Estate, Appraisal, Statistics, or other related discipline. Work experience in a related field may be substituted for a college degree.
- Experience in sales, leasing, property management, building or development a plus. A designation from other professional appraisal organizations will be considered, e.g. TACLB, IAAO.
- A minimum of three (3) years of experience in real estate fee or mass appraising preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Microsoft Office, proficient in Word, Outlook, and Excel
- Ability to analyze and interpret closing statements, surveys, site plans, subdivision plats, topography maps, condominium declarations, and other real estate documents.
- 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.