



TRAVIS CENTRAL APPRAISAL DISTRICT

JOB DESCRIPTION

JOB TITLE	Compliance Specialist	DATE	JOB #	January 2026	2026120100
DEPARTMENT	Administration	STATUS	Non-Exempt		
REPORTS TO	Director of Internal Audit & Compliance	PAY GRADE	4		

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.

POSITION SUMMARY

The Compliance Specialist supports the Internal Audit & Compliance Division by conducting compliance reviews, audits, and quality control activities to ensure the appraisal district operates in accordance with state laws, the Comptroller's Methods and Assistance Program (MAP), and internal policies. This position performs detailed research, data testing, data analysis, and process verification across multiple divisions to identify compliance gaps, recommend corrective actions, and promote operational accountability.

ESSENTIAL DUTIES

- Assist in planning and conducting audits and compliance reviews of appraisal and administrative functions.
- Perform quality control checks on data used in the Property Value Study (PVS) to ensure accuracy, completeness, and compliance with state requirements.
- Review, analyze, and validate data sets related to compliance reviews, audits, and quality control activities to identify trends, inconsistencies, and potential compliance risks.
- Participate in internal reviews of procedures and controls to confirm alignment with the Comptroller's MAP standards.
- Document audit and review findings, prepare reports, and provide recommendations for corrective action.
- Monitor progress of corrective action plans and report on implementation status.
- Research and interpret applicable laws, rules, and regulations affecting appraisal district operations.
- Maintain detailed records of audits, compliance reviews, and supporting documentation.
- Collaborate with appraisal and administrative staff to collect information and support compliance monitoring.
- Assist in training district staff on compliance processes, quality standards, and corrective measures
- Perform other related duties as assigned
- All duties are performed independently and require self-motivation and a professional attitude.

REQUIREMENTS/ADDITIONAL RESPONSIBILITIES

- Must be authorized to work in the US.

MINIMUM EDUCATION AND/OR EXPERIENCE

- Possession of a high school degree; bachelor's degree from an accredited college or university, preferred
- Experience in auditing, compliance, appraisal, or related administrative support functions.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of Texas Property Tax Code, Methods and Assistance Program (MAP), and Property Value Study (PVS) requirements.
- Demonstrated ability to design and conduct internal audits and compliance reviews.
- Knowledge of Computer Assisted Mass Appraisal (CAMA) systems and property valuation processes.
- Excellent analytical, organizational, and written/verbal communication skills.
- Proficiency with Microsoft Office Suite and familiarity with enterprise systems.
- Ability to manage multiple deadlines and work under pressure.
- Ability to recognize confidential information and protect it
- Ability to assess information, ask questions, make decisions, manage time effectively, and execute assignments.

PHYSICAL AND ENVIRONMENTAL DEMANDS

Ability to sit, stand, walk, and climb stairs, with occasional lifting of up to 25 pounds. Requires frequent use of hands for data entry and equipment operation. Must be able to hear, speak, and read fine print. Position is subject to occasional moderate stress due to workload and deadlines. Primarily an indoor office setting with exposure to standard office equipment.