

TRAVIS CENTRAL APPRAISAL DISTRICT

JOB DESCRIPTION

JOB TITLE	Litigation & Arbitration Manager	DATE	JOB #	October 2026	2026122100
DEPARTMENT	Litigation	STATUS	Exempt		
REPORTS TO	Sr. In-House Counsel	PAY GRADE	20		

POSITION SUMMARY

Under the general direction of the Sr. In-House Counsel, and with case-level direction from the Litigation Attorney on assigned matters, this position performs complex managerial and technical appraisal work planning, directing, and reviewing the District's valuation defense and resolution of property tax lawsuits filed in district court under Chapter 42 of the Texas Property Tax Code and binding arbitration proceedings under Chapter 41A. Supervises the Litigation Appraisers, Arbitration Appraisers, Commercial Arbitration Specialist, and Arbitration Clerk. Works in close coordination with in-house and outside litigation counsel. Value conclusions and expert opinions rendered by this position reflect the independent professional judgment of the appraiser in accordance with USPAP.

ESSENTIAL DUTIES

Case Management & Valuation Review

- Plan, assign, and schedule the District's litigation and arbitration caseload under Chapters 42 and 41A of the Texas Property Tax Code to meet court scheduling orders, discovery deadlines, mediation settings, and arbitration hearing dates.
- Review and approve valuation analyses, settlement recommendations, and value conclusions prepared by staff to ensure they are supported, consistent across similar properties, and defensible at hearing or trial.
- Personally appraise and manage complex, high-value, or precedent-setting cases, and resolve valuation differences among appraisers.

Expert Testimony

- Serve as, and prepare staff to serve as, expert witnesses at deposition, mediation, arbitration, and trial; oversee preparation of USPAP-compliant appraisal reports and critical review of property owner appraisals and evidence.

Supervision

- Supervise assigned staff: train, set performance standards, review work, and evaluate performance; participate in interviewing and selection and recommend hiring, promotion, discipline, and termination.

Coordination & Reporting

- Coordinate with in-house and outside counsel on case strategy, settlement authority, discovery, expert designations, and trial preparation, and report case status and litigation risk.
- Ensure judgments and arbitration awards are timely implemented and the appraisal roll corrected; maintain case tracking and prepare periodic reports on case inventory, deadlines, and outcomes.
- Identify recurring data, model, and equity issues revealed by litigation and arbitration and communicate findings to appraisal leadership; assist in developing litigation and arbitration policies and procedures.

OTHER DUTIES

- Ensure compliance with records management protocols, litigation holds, the confidentiality of privileged and work product materials, and the Texas Public Information Act.
- Perform other duties as assigned.

CONDITIONS OF EMPLOYMENT

- Must be authorized to work in the US.
- Must be registered with the Texas Department of Licensing and Regulation (TDLR) as a property tax professional and maintain registration and the RPA designation in good standing.
- Must possess and maintain a valid Texas driver's license.
- Must be available for depositions, mediations, trial settings, and arbitration hearings, which may occasionally require extended hours.

MINIMUM EDUCATION AND/OR EXPERIENCE

- Must have a college degree from an accredited college or university. Acceptable work experience may be substituted.
- A minimum of five (5) years of property tax appraisal experience, including at least three (3) years of litigation, arbitration, or ARB valuation work involving commercial or residential property.
- A minimum of two (2) years of supervisory or management experience, or an equivalent combination of education and experience.
- Registered Professional Appraiser (RPA) designation required.
- Texas Certified General Real Estate Appraiser license, MAI, or comparable professional designation preferred.
- Prior experience testifying as an expert witness in deposition, trial, or arbitration preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the cost, sales comparison, and income approaches to value as applied to commercial and residential property, including direct capitalization, discounted cash flow, and equity analysis.
- Ability to analyze sales, lease, income and expense, capitalization rate, and cost data, and to conduct unequal appraisal analyses using a reasonable number of appropriately adjusted comparable properties.
- Working knowledge of the Texas Property Tax Code (particularly Chapters 23, 41, 41A, and 42), Comptroller rules, USPAP, and the Texas Rules of Civil Procedure and Evidence as they relate to discovery and expert testimony.
- Knowledge of Microsoft Office, highly proficient in Excel, Word, and Outlook, with working knowledge of CAMA systems, GIS, and market data sources.

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.

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- Ability to explain complex valuation concepts clearly, orally and in writing, to attorneys, judges, arbitrators, mediators, property owners, and agents.
- Sound judgment and negotiation skills in weighing settlement value against litigation risk.
- Ability to lead and develop staff, assess information, make decisions, manage competing deadlines, and execute assignments.

PHYSICAL REQUIREMENTS

Work is primarily sedentary and performed in an office setting, with periodic travel to field inspections and to court, deposition, mediation, and arbitration settings. Requires extended periods of computer use; the ability to communicate effectively in person, by telephone, and in writing with attorneys, judges, arbitrators, property owners, and the public; and the ability to review detailed documents, maps, and data. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Indoor office setting with periodic field inspections and appearances at courtrooms, depositions, mediations, and arbitration hearings. Work is deadline-driven and adversarial in nature, governed by court scheduling orders and statutory arbitration deadlines, and involves frequent interaction with attorneys, property owners, agents, and the public. The position is not subject to significant occupational or environmental hazards.

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