TRAVIS CENTRAL APPRAISAL DISTRICT

JOB DESCRIPTION

JOB TITLE	Residential Appraiser	**DATE | JOB #**	October 2026	2026145306
DEPARTMENT	Residential	**STATUS**	Non-Exempt	
REPORTS TO	Residential Team Lead	**PAY GRADE**	5	

POSITION SUMMARY

Under the general direction and supervision of the Residential Team Lead this position is responsible for the appraisal of residential accounts and interacting with taxpayers to resolve problems and settle values. The Residential 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

- Perform field inspections which includes verifying property characteristics, measuring improvements, collecting market data, and accurately entering information into CAMA system (Computer Assisted Mass Appraisal).
- Value residential property utilizing the three approaches to value and modern mass appraisal techniques to establish accurate market values that are applied equally and uniformly throughout Travis County.
- Analyze housing market trends including extensive research of sales data
- Proficiently interpret maps, surveys, plats, blueprints, building permits, fee appraisals, sales contacts and closing documents
- Act professionally and courteously while dealing with the public
- Effectively communicate in both written and oral form
- Resolve value disputes with property owners and/or property tax consultants
- Represent the District before the Appraisal Review Board as necessary
- 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. 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 preferred, preferable in Real Estate, Appraisal, Statistics, or other related discipline.
- Experience in real estate fee or mass appraising. Prior appraisal district work experience, and experience in sales, leasing, property management, building, development, or mortgage lending a plus.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of factors, techniques, methods, and principals involved in the appraisal of residential property including pertinent principles and guidelines set forth in the Texas Property Tax Code and Uniform Standards of Professional Appraisal Practice.
- Knowledge of Microsoft Office, proficient in Word, Outlook, and Excel
- 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 bylaw.

Resumes are welcome, but applicant must submit a completed employment application before an interview will be granted.