



TRAVIS CENTRAL APPRAISAL DISTRICT

JOB DESCRIPTION

JOB TITLE	Senior Residential Appraiser	DATE JOB #	December 2025	202512145301
DEPARTMENT	Residential	STATUS	Exempt	
REPORTS TO	Residential Team Lead	PAY GRADE	7	

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

Under the general direction and supervision of the Residential Team Lead, the Senior Residential Appraiser performs highly complex appraisal work involving advanced inspection, valuation, market analysis, and resolution of residential property protests. This position serves as a technical expert within the Residential division, reviewing quality of appraisal work, and assisting management with specialized projects, complex value disputes, and appraisal modeling initiatives. This position independently applies professional judgment and advanced mass appraisal methodologies to ensure uniform and equitable market values across Travis County. Regular attendance **MUST** be maintained. Extended hours may be required during peak appraisal and protest seasons. 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 complex residential appraisals, including high-value properties, unique construction, multi-unit residential, and properties requiring specialized analysis.
- Conduct comprehensive field inspections: verify property characteristics, measure improvements, collect and interpret market data, and accurately enter information into the CAMA system.
- Apply all three approaches to value and advanced mass appraisal techniques to establish accurate, defensible market values.
- Analyze and interpret complex real estate documents including surveys, plats, blueprints, fee appraisals, sales contracts, deeds, and builder plans.
- Research and resolve complex appraisal issues affecting valuation, including land segmentation, atypical sales, external influences, and market anomalies.
- Perform quality review on residential accounts for accuracy, consistency, and compliance with USPAP and Texas Property Tax Code.
- Serve as a technical advisor to residential appraisers; assist with one-on-one guidance, field reviews, informal meeting preparation, and hearing strategy.
- Review and validate sales data, support the maintenance and accuracy of the sales database, and contribute to annual reappraisal model calibration.
- Represent the District in informal meetings and formal Appraisal Review Board (ARB) hearings for complex or high-profile cases, handling a significantly higher volume of such matters than regular appraisers.
- Effectively communicate appraisal methodologies ensuring transparency and professionalism.
- Assist with preparing documentation and expert testimony for litigation support when requested.
- Participate in or lead specialized appraisal projects including disaster inspections, market reviews, ratio studies, neighborhood revaluation, and system conversion work.
- Assist in processing prior year corrections, complex property adjustments, and account research requiring senior-level judgment.
- 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 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.
- Three (3) or more years of appraisal experience, including complex property analysis and ARB representation.

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, walk on all types of terrain, climbing, driving a vehicle, 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 in all types of weather conditions. Frequent exposure to computer monitors and interfacing with the public. Job is not subject to significant occupational or environmental hazards.

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.

Employment is contingent upon a post-offer criminal background check.