



FORT BEND CENTRAL APPRAISAL DISTRICT

JOB DESCRIPTION

Position Title:	Commercial Arbitration Appraiser	FLSA Category:	Exempt
Division:	Appeals	Position Type:	Full-Time
Reports to:	Director of Appeals	Pay Grade:	114

Job Summary:

The purpose of this position is to perform appraisal review of commercial property in the appraisal district in which a Chapter 41A arbitration has been filed; negotiate settlements of disputes in arbitration; and attend and argue arbitration hearings.

Essential Functions: (*Essential functions require presence in the workplace on a regular basis. In order 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.*)

- Primary responsibilities are to perform appraisal review of commercial property in the appraisal district in which a Chapter 41A arbitration has been filed; negotiate settlements of disputes in arbitration; and attend and argue arbitration hearings.
- Duties may include but are not limited to representing the district in Chapter 41A proceeding for residential and land arbitrations as well as commercial arbitrations.
- Ensures compliance of required deadlines as set forth by the Property Tax Code, assigned arbitrators and the Comptroller's administrative rules by maintaining organization of the assigned cases.
- Maintains a high level of communication in regard to the processes and procedures established.
- Reviews and exercises broad discretion regarding appraised values.
- At all times, endeavors to carry out their assignment in a manner that is conscientious and professional in demeanor.
- Reports all public relation problems immediately to the director of appeals.
- Expected to move forward with their professional growth by attending appropriate courses and schools to achieve and maintain professional certification.
- Cooperates with team members to accomplish the appraisal district's tasks which will require assisting other divisions during appeals season and/or whenever necessary.
- Conduct all public contacts in a friendly, courteous, consistent, and professional manner.
- Regular and predictable attendance and punctuality.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Familiarity with Windows-based computer required. Advanced proficiency with the Microsoft Office suite and appraisal district related software preferred.
- Knowledge of appraisal district operations; new and revised tax laws; property tax code; and comptroller rules.
- Excellent verbal and written communication skills.
- Excellent organizational skills with attention to detail.
- Excellent analytical and critical thinking skills.

Education and Experience Requirements:

- High School Diploma or equivalent.
- Minimum of five (5) years appraisal experience, including commercial appraisal experience, with land appraisal experience strongly preferred.
- Level IV Registered Professional Appraiser (RPA) with the Texas Department of Licensing and Regulation (TDLR).
- Extensive experience in the formal and informal hearing process.
- Experience in related area preferred.



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Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

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.

FBCAD does not discriminate on the basis of race, color, creed, age, religion, national origin, sex (including pregnancy), sexual orientation, sexual preference, gender identity or disability (physical or mental), and any other characteristic protected by law.