



FORT BEND CENTRAL APPRAISAL DISTRICT

JOB DESCRIPTION

Position Title:	Appraiser I	FLSA Category:	Exempt
Division:	Residential Appraisal	Position Type:	Full-Time
Reports to:	Supervisor, Residential Appraisal	Pay Grade:	107

Job Summary:

The purpose of this position is the appraisal of property in the appraisal district as assigned by the residential supervisor. Performs functions and activities associated with the appraisal of residential properties including inspection, data collection, and application of appropriate valuation approaches and techniques.

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.)*

- Main assignment is the appraisal of property in the appraisal district as assigned by the residential supervisor.
- Performs the functions and activities associated with the appraisal of assigned classes of residential properties including inspection, data collection, analysis, and application of appropriate valuation approaches and techniques under close supervision.
- Reviews and exercise broad discretion regarding appraised values.
- At all times, endeavors to carry out their assignment in the field in a manner that is conscientious and professional in demeanor.
- At all times, conduct themselves so as to reflect a positive image of them and the appraisal district. The appraiser is one of the most highly visible people employed by the appraisal district; therefore, they need to be aware of the importance of the manner in which they carry out these assignments.
- Expected to move forward with their professional growth by attending appropriate courses and schools to achieve and maintain professional certification.
- Cooperates with fellow workers at all times to accomplish the appraisal district's tasks of appraising all properties in a professional manner.
- Conduct all public contacts in a friendly, courteous, consistent and professional manner at all times.
- Performs other tasks and assignments as may be assigned from time to time.

Required Skills/Abilities:

- Familiarity with Windows-based computer required. Intermediate proficiency with the Microsoft Office suite and appraisal district related software preferred.
- Knowledge of appraisal district operations.
- 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.
- Maintain current knowledge of new and revised tax laws and property tax code.
- Ability to learn and operate PC/Laptop on FBCAD's software for research and retrieval of records.
- Ability to communicate effectively orally and in writing, and have the ability to operate a personal computer.
- Intermediate to advanced proficiency with Microsoft Office; must be proficient in Excel.
- Position requires use of personal vehicle. A valid Texas Driver's License with proof of liability insurance is mandatory with a verified acceptable driving record.



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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with arms, talk, or hear and use hands to finger, handle or feel objects, tools, or controls. The employee is occasionally required to climb or balance, stoop, kneel, crouch and may occasionally use ladders for a variety of tasks. The employee must frequently lift and/or move 5-10 pounds and occasionally lift and/or move 10-20 pounds. Some driving may be required.

Post-offer physical is not required for this position.

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.