

**MIDLAND CENTRAL APPRAISAL DISTRICT**

*P.O. Box 908002*

*Midland, Texas 79708-0002*

*(432) 699-4991*

**JOB TITLE:** Appraiser (Entry Level)

**POSITION IS:** \_\_Exempt\_**X**\_Non-Exempt

**TDLR REGISTRATION:** Required

**DESCRIPTION/QUALIFICATIONS:**

Perform basic appraisal work on assigned residential, rural commercial and business personal properties to include physical inspections and data collection. Continue training in the application of appropriate valuation procedures and techniques to exercise broad discretion regarding appraised values. Will represent the chief appraiser and the district in the informal and formal protest hearing process.

**EDUCATION AND EXPERIENCE:**

- ❖ Willing to obtain an RPA designation with the Texas Department of Licensing and Regulation.
- ❖ Ability to communicate effectively, orally and in writing, and to perform mathematical tasks associated with appraisal.
- ❖ Experience in the use of a personal computer and the Windows operating system.
- ❖ Ability to learn and operate computer programs for appraisal use.
- ❖ Ability to work effectively both independently and with others.
- ❖ Ability to organize and plan work effectively.
- ❖ Commitment to providing exceptional public service.
- ❖ Position requires use of a district provided vehicle. A valid Texas driver's license with proof of liability insurance is mandatory with a verified acceptable driving record.

Physical and Mental Abilities: Must have sufficient mobility to visit property sites that may feature rough terrain and to work outdoors in unfavorable weather conditions. Must be able to sit or stand for extended periods of time with ability to reach, bend and move up/down on steps. Must be able to lift 50-pound file boxes. The position requires considerable concentration, creativity, and ability to manage time effectively. It is subject to stress caused by a changing public environment, diversity in the organization, mandatory deadlines, and heavy workload. Requires the ability to operate office equipment and communicate on the telephone and face to face. Requires the ability to ask questions that will bring forth the information needed to make sound decisions.