

Residential/Personal Property Appraiser

The Duval County Appraisal District is accepting applications for position of Residential/Personal Property Appraiser.

This position is responsible for, but not limited to:

- Data collection of any improvements or inventories not previously recorded in the Appraisal District's files.
- Ensure that the existing data on file is current and accurate.
- Assist in the collection and verification of real estate sales data.
- Prepare data and represent the Appraisal District in informal and formal hearings presented to the ARB.
- Assist with all property owners concerning the valuation of their property.
- Organize data collected in such a manner as to facilitate computer input and lend credibility to the appraisal district.
- Take photographs, research information on a computer or mobile device, take notes and prepare reports.
- Work assigned route gathering information from business owners regarding their taxable property.
- Perform all steps necessary to accurately locate, identify, and appraise all types of Business Personal Property within assigned geographic area.
- Gather and record all of the information needed to prepare and appraisal and properly notify the property owner.
- Add and delete accounts where appropriate within an assigned geographic area.
- Calculate renditions and compare against data gathered in the field before finalizing the appraisals.
- Negotiate BPP value with property owners and/or property tax consultants.
- Perform other related duties as assigned by the Chief Appraiser.

Must have RPA or willing to attend RPA Certification Classes. Two years+ appraisal experience preferred. Good communication skills. Be tactful and diplomatic in dealing with others, i.e., co-workers, taxpayers, public officials and the public in general. Must have good data entry skills.

Position requires use of vehicle. A valid Texas driver's license is mandatory with a verified acceptable driving record.

Submit a resume or pick up an application at the Duval County Appraisal District Office located at 100 West Gravis, San Diego, Texas 78384 or complete and print employment application at www.duvalcad.org/employment. Mail application or resume to P. O. Box 809, San Diego, TX 78384. Phone: 361-279-3305