

Marion Central Appraisal District
801 N Tuttle Street
Jefferson, TX 75657
(903)665-2519 phone helpdesk@marioncad.org

JOB OPPORTUNITIES

Date: July 1, 2021

Closing Date: Open until filled

Job Title: Residential Appraiser

ESSENTIAL JOB FUNCTIONS:

The Residential Appraiser is responsible for the appraisal of residential accounts and interacting with taxpayers to resolve problems and settle values. Other duties include:

- Accurately measure properties and gather information and characteristics necessary to complete an appraisal for properties in Marion County.
- Conduct reappraisal activities to accurately record changes to properties as well as to evaluate their condition in order to establish fair market values.
- Carefully review reports to ascertain the accuracy of field work for accurate and equitable fair market values.
- Review, take appropriate action and respond to taxpayer inquiries.
- Negotiate and settle value disputes with property owners and/or property tax consultants.
- Represent the District before the Appraisal Review Board as necessary.

QUALIFICATION REQUIREMENTS:

- Registered Professional Appraiser with the Texas Department of Licensing and Regulation or be able to pursue and obtain within 5 years. Possession of a MAI and/or Real Estate Broker's license is a plus.
- 3 or more years of experience in fee or mass appraising. Experience in sales, leasing, property management, building, development, or mortgage lending a plus.
- Knowledge of factors, techniques, methods, and principals involved in the appraisal of residential property including pertinent principles and guidelines set forth in Texas Property Tax Code and Uniform Standards of Professional Appraisal Practice is preferred.
 - Should have the ability to read, analyze, and interpret closing statements, surveys, title insurance, AJA or other documents as well as the ability to respond effectively to inquiries or complaints orally and in writing.
 - Must be authorized to work in the US, have reliable transportation, a valid Texas Driver's License, proof of liability insurance and a verified driving record.
 - **Essential Physical Demands:** Sitting, standing, kneeling, bending, reaching, twisting upper body, carrying, pushing and lifting up to 30 lbs. in the office.

Submit your resumes to helpdesk@marioncad.org