



Collin Central Appraisal District

COMMERCIAL STAFF APPRAISER POSTION

The Commercial Staff Appraiser responsibilities include appraising complex properties such as office buildings, apartments, retail developments, etc. and all associated field work, office work and ARB presentations.

Duties/Responsibilities:

- High level of interaction between property owners, property tax agents, the general public, and co-workers.
- Presentations of appraisal value conclusions informally to property owners and tax agents, and at ARB hearings.
- Provide cooperative, courteous, and effective communication about the appraisal process to property owners, property tax agents, taxing entities, and the public.

Physical Requirements:

- Prolonged sitting at a desk working on a computer.
- May need to stand/walk for extended periods of time.
- Occasional bending, kneeling, carrying, pushing, and lifting of up to 30 lbs.
- Extended periods in an automobile and outdoors.

Education and Experience:

- High School Diploma or GED at a minimum.
- College Degree with emphasis in real estate, finance, economics, mathematics, business administration and/or an appraisal designation is preferred.
- Will consider applicants that are currently working towards an appraisal designation.
- Must have reliable transportation, a valid Texas driver's license, and proof of auto liability insurance.
- Prior appraisal district experience related real estate experience or ad valorem tax appraisal experience.
- RPA designation or nationally recognized tax appraisal designation is preferred.
- Experience may be substituted for education.

Required Skills and Abilities:

- Experience with the use of a personal computer with MS windows operation system, Excel, Word, Outlook, Adobe Acrobat, and Internet Explorer.
- A working knowledge of PACS CAMA software is preferred.
- Skills in data research as well as keyboarding, mouse operations, and scanning abilities.
- Successful completion of CCAD employment testing.
- Must be reliable and have good communications skills.

Work Schedule:

- This is a full-time exempt position, Monday through Friday 8am-5pm, with occasional evenings or weekends required to meet deadlines.

Compensation:

- Salary range is contingent upon experience and qualifications.
- Collin CAD offers a competitive benefit package which includes employee medical, dental, vision, prescription benefits, as well as life insurance, retirement planning, paid vacation time and paid sick leave.

Collin CAD does not hire individuals that test positive for nicotine & cannabinoid products or their derivatives. Applicants must pass a background check, employment physical, and drug and nicotine testing. Resumes will be accepted until filled. Candidates should detail their work experience, computer knowledge, communication skills, and formal education. Collin Central Appraisal District is an Equal Opportunity Employer.