



Collin Central Appraisal District

RESIDENTIAL STAFF APPRAISER

Collin Central Appraisal District (Collin CAD) is seeking qualified candidates for the position of Residential Staff Appraiser. The Residential Staff Appraiser has responsibilities in the office and in the field. Position responsibilities include discovery and inspection of property; data collection; identifying and updating property characteristics; defining market areas; statistical analysis of market areas and/or property type; sold properties and appraisal data.

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.*
- *Appraisal district experience related to real estate 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 PACA 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:

- *M-F 8am-5pm, with occasional evenings or weekends required to meet deadlines.*

Compensation and Benefits:

- *This position is classified as exempt and is a salary position. Starting pay is \$60,500 per year.*
- *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, pre-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. You can apply at <https://www.collincad.org/careers> or you may submit a cover letter and resume by email to jobs@cadcollin.org with "Residential Staff Appraiser" in the subject.

Collin Central Appraisal District is an Equal Opportunity Employer.