



Collin Central Appraisal District

SENIOR BUSINESS PERSONAL PROPERTY APPRAISER OPENING

Senior Appraiser: *Salary, exempt position.*

Position Description: *Responsibilities include, but not limited to, training, coaching, and mentoring BPP staff appraisers. Monitoring production and editing work to ensure quality, timeliness, and accuracy. Contributes to and participates in performance evaluations. Meets regularly with director and staff to introduce, implement, or teach procedures and methods. Ensures compliance with District policies and procedures, acts proactively with staff to resolve situations, and provides input to manager/director concerning corrective disciplinary action.*

Qualifications:

- *College degree with emphasis in real estate, finance, economics, mathematics, or business administration. Will consider appraisal experience in lieu of college degree.*
- *Prior related real estate or ad valorem tax experience.*
- *RPA designation or nationally recognized appraisal designation preferred.*
- *Verbal and written communication skills a must.*
- *Ability to present detailed subject matter in public settings without difficulty.*
- *Proficiency in MS Word, Excel, and Outlook.*
- *Must have reliable transportation, valid Texas driver's license and maintain auto liability insurance.*

Salary & Benefits: *Salary is commensurate with qualifications. Auto and cell phone allowance provided. Some benefits include employee health insurance, retirement plan, vacation, and sick time accrual as well as designated paid holidays.*

Details: *Only those candidates meeting the above stated qualifications may be contacted for an interview. Resumes accepted until the position is filled. Please submit a cover letter and resume to Collin CAD HR Department or jobs@cadcollin.org. Collin CAD is an Equal Opportunity Employer.*