



# MONTGOMERY CENTRAL APPRAISAL DISTRICT

Tony Belinoski, RPA  
CHIEF APPRAISER

## POSITION VACANCY ANNOUNCEMENT

**POSITION TITLE:** LITIGATION / ARBITRATION ANALYST

**POSITION IS:** Nonexempt

**TDLR REGISTRATION:** Yes

**REPORT TO:** Litigation/Arbitration Director

**DIVISION:** Litigation/Arbitration

**TODAY'S DATE:** 2/02/2022

**CLOSING DATE:** Open Until filled

### GENERAL POSITION SUMMARY:

Assist department in providing coordination of law suits / arbitrations between legal counsel, arbitrators, district staff and property owners. Provide communication to district on law suits / arbitrations status with timely reporting of all aspects of appeals beyond the Appraisal Review Board. Assist Litigation/Arbitration Supervisor with special projects as required.

### DESCRIPTION OF DUTIES:

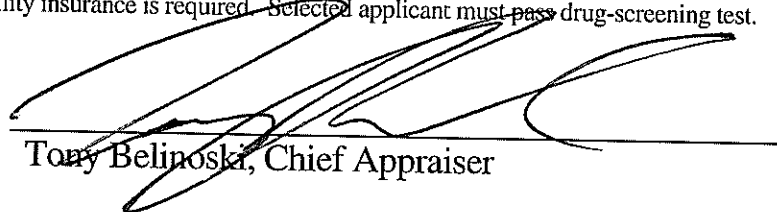
- Responsible for maintaining databases to monitor law suit status with respect to critical dates, expert witnesses and required reports.
- Communicate with Litigation/Arbitration Supervisor on an ongoing basis to coordinate discovery production, expert witness designation and law suit priority.
- Continually update knowledge of property tax code, litigation requirements, arbitration rules and general appraisal theory.
- Continually update knowledge of appraisal reporting requirements for adhering to the Uniform Standards of Professional Appraisal Practice.
- Prepare individual case file documentation to negotiate disposition of law suits and arbitrations as needed.
- Attend and/or conduct settlement conferences, mediations and arbitrations as required by case load.
- When appropriate, communicate with property owners, property tax agents and opposing legal counsel.
- Communicate with Supervisor on key appraisal issues observed during protest phase.
- Any other duties or special projects as assigned by the Litigation/Arbitration Supervisor.
- Other duties as assigned.

### QUALIFICATIONS:

Registered Professional Appraiser minimum requirement. Knowledge of advanced appraisal skills including experience in appraising high end residential, complex commercial and special purpose properties is required. Database, spreadsheet and general software skills, and the ability to communicate/train appraisal theory and concepts are general requirements of this position. Appraisal experience to include all property types, understanding of complex ownership structures and prior expert witness testimony preferred. Maintain level of education experience with advanced classes from IAAO, Appraisal Institute, etc. Bachelor's Degree preferred, or comparable or appropriate recognized professional designation(s). Residency within the confines of Montgomery County is preferred but not required.

Valid Texas driver's license with proof of liability insurance is required. Selected applicant must pass drug-screening test.

**APPROVED FOR POSTING BY:**

  
Tony Belinoski, Chief Appraiser

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