



MONTGOMERY CENTRAL APPRAISAL DISTRICT

Janet Jennings-Doyle, RPA, RTA, CTA, CCA
INTERIM CHIEF APPRAISER

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Commercial Appraiser

POSITION IS: Non-exempt

TDLR REGISTRATION: Required

REPORT TO: Commercial Supervisor

DIVISION: Commercial Operations

TODAY'S DATE: 10/24/2022

CLOSING DATE: 11/11/2022

DESCRIPTION OF DUTIES:

- ◆ Responsible for data collection of any commercial improvements not previously recorded in the Appraisal District's files.
- ◆ Ensure that the existing data on file is current and accurate.
- ◆ Assist in the collection and verification of commercial sales data.
- ◆ Report daily production to the Commercial Supervisor or Division Director.
- ◆ Prepare date and represent the Appraisal District in informal and formal hearings presented to the ARB.
- ◆ Assist with property owners and agents concerning the valuation of commercial property.
- ◆ Organize data collected in such a manner as to facilitate computer input, provide evidence and lend credibility to the Department.
- ◆ Translate for customers, and informal and formal hearings if bi-lingual
- ◆ Other duties as assigned.

QUALIFICATIONS:

Must possess an in-depth understanding of all approaches or techniques to value and their application as used in conjunction with the Computer Assisted Mass Appraisal System, and be able to perform the functions and activities associated with the appraisal of assigned classes of properties including inspection, data collection, analysis, application of appropriate valuation approaches and techniques while reviewing and exercising broad discretion regarding appraisal values.

Minimum high school education with college degree preferred. A minimum of three to four years' experience in real estate is desired. Mass Appraisal experience and Appraiser Level III is preferred but not required. Registration with the Texas Department of Licensing and Regulation is required. Residency within Montgomery County preferred but not required. Applicant must possess strong mathematics and computer skills.

The position requires business use of personal vehicle. A valid Texas driver's license with proof of liability insurance is required. Selected applicant must pass drug-screening test.

APPROVED FOR POSTING BY:

Janet Jennings-Doyle, Interim Chief Appraiser

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