



MONTGOMERY CENTRAL APPRAISAL DISTRICT

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

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: SALES ANALYST

Status: Non-Exempt

TDLR REGISTRATION: Required

REPORT TO: Sales/Land Supervisor

DIVISION: Property Analytics

TODAY'S DATE: 10/24/2022

CLOSING DATE: 11/11/2022

GENERAL POSITION SUMMARY:

Perform the functions and activities associated with data collection, analysis, application of appropriate valuation approaches and techniques, review and exercise broad discretion regarding appraised values. This position will be responsible for assisting in the day-to-day operation of the Sales Analysis Department as well as the development of schedules to value properties.

DESCRIPTION OF DUTIES:

- ◆ Responsible for data collection of sales information 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 data pertinent to the appraisal process.
- ◆ Report daily production to the Senior Sales Analyst.
- ◆ Assist property owners concerning the valuation of their property.
- ◆ Prepare data and present evidence in support of the Appraisal District's values in Appraisal Review Board hearings.
- ◆ Other duties as assigned.

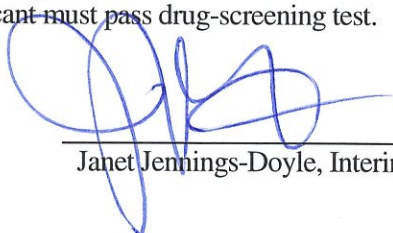
QUALIFICATIONS:

Minimum of four years experience in mass appraisal. 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 including, neighborhood analysis, and sales comparison analysis. Should have a thorough knowledge of the Texas Property Tax Code.

Minimum high school education with a college degree preferred. Level IV RPA designation as awarded by the Texas Department of Licensing and Regulation, preferred but not required.

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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