



## MONTGOMERY COUNTY APPRAISAL DISTRICT JOB DESCRIPTION

<b>Position:</b>	Litigation Manager	<b>Revised Date:</b>	January 19, 2023
<b>Department:</b>	Litigation	<b>Division:</b>	
<b>Reports to:</b>	Chief Appraiser	<b>FLSA:</b>	Exempt

**SUMMARY:** Supervise Litigation/Arbitration Analyst Department in providing coordination of lawsuits / arbitrations between legal counsel, arbitrators, district staff and property owners. Provide communication to district on lawsuits / arbitrations status with timely reporting of all aspects of protests beyond the Appraisal Review Board.

### ESSENTIAL FUNCTIONS:

- Responsible for maintaining databases to monitor law suit status with respect to critical dates, expert witnesses and required reports.
- Communicate with Commercial Operations Director 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 Commercial and Residential Operations Directors on key appraisal issues observed during protest phase.
- Any other duties or special projects as assigned by the Commercial Operations Director.
- Other duties as assigned

### REQUIRED SKILLS/ABILITIES

- 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 required.
- Maintain level of education experience with advanced classes from IAAO, Appraisal Institute, etc.

### EDUCATION/EXPERIENCE

- 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.

### LANGUAGE SKILLS

- Ability to effectively present information and respond to questions from internal and external customers whose first language is English.

### CERTIFICATES, LICENSES, REGISTRATIONS

- None

**PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, type and use mouse; reach with hands and arms; and talk and/or hear. The employee is required to sit for extended periods of time.

**WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in an office environment in a clerical environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

**TRAVEL REQUIREMENTS**

- This position may require periodic travel.

**OTHER DUTIES**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to the job at any time with or without notice.

**AAP/EEO STATEMENT** M.C.A.D prohibits discrimination based on race, religion, gender, national origin, age, disability, veteran status, marital status, pregnancy, gender expression or identity, sexual orientation or any other legally protected status.