



MONTGOMERY CENTRAL APPRAISAL DISTRICT JOB DESCRIPTION

Position:	Appraiser, Commercial	Revised Date:	February 6, 2023
Department:	Commercial Department	Division:	Appraisal Division
Reports to:	Commercial Manager	FLSA:	Non-Exempt

SUMMARY:

ESSENTIAL FUNCTIONS:

- 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 data 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.

REQUIRED SKILLS/ABILITIES

- 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.
- Must possess basic knowledge in the use of Microsoft Office Products
- Must possess the ability to effectively communicate with fellow co-workers and the public.
- Must be flexible and have the ability to adapt to change.

EDUCATION/EXPERIENCE

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

LANGUAGE SKILLS

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

CERTIFICATES, LICENSES, REGISTRATIONS

- The position requires business use of personal vehicle. A valid Texas driver's license with proof of liability insurance is required.

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.

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