



MONTGOMERY CENTRAL APPRAISAL DISTRICT
 JANET JENNINGS-DOYLE, RPA, RTA, CCA, CTA
 CHIEF APPRAISER



109 GLADSTELL ST., CONROE, TX 77301
 P.O. BOX 2233, CONROE, TX 77305
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POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Field Appraiser

POSITION STATUS: Non-Exempt

REPORT TO: Residential Appraisal Supervisor

DIVISION: Residential Appraisal

TODAY'S DATE: 04/06/2023

CLOSING DATE: Open Until Filled

TDLR REGISTRATION: Required

DESCRIPTION OF DUTIES:

- ◆ Responsible for data collection of any improvements or inventories 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 real estate sales data.
- ◆ Report daily production to the Residential Supervisor or Division Director.
- ◆ Prepare data and represent the Appraisal District in informal and formal hearings presented to the ARB.
- ◆ Assist with all property owners concerning the valuation of their property.
- ◆ Organize data collected in such a manner as to facilitate computer input 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 some college preferred.
- A minimum of three to four years’ experience in Mass Appraisal is desired and have a minimum Appraiser Level III designation as awarded by the Texas Department of Licensing and Regulation.
- Residency within Montgomery County desired 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, Chief Appraiser