**Residential Appraiser**

This is an exempt position with some evening and weekend work required to meet deadlines. Applicants must conduct themselves in a professional and ethical manner and will be required to pass a background check.

**Primary Duties and Responsibilities:**

* Conduct field inspections, data collection, data entry and application of appropriate valuation techniques and perform a statistical analysis of data.
* Represent the Appraisal District in informal and formal hearings before the Appraisal Review Board.
* Communicate with homeowners and/or their representatives regarding valuations or other concerns.
* Work independently and as a group in a close team environment to accomplish tasks.
* Use of various software related to appraisal duties such as sketching software, query database for specific information, analyze and measure using web based aerial imagery.

**Required Knowledge, Skills and Abilities:**

* Applicant will register with TDLR (if not already) and commit to obtain/retain their Registered Professional Appraiser license.
* Strong analytical skills and computer proficient (i.e. Excel, Word, Access, GIS, Zoom).
* Ability to research, compile and analyze data; read and interpret deeds and other legal documents as well as using GIS tools and plat maps.
* Ability to multitask; organize; problem solve; prioritize and use creative/critical thinking skills.
* Experience in researching information online; from a database or other sources.
* Strong attention to detail and organizational skills and good practical math abilities.
* Excellent written and oral communication and customer service skills.
* Reliable transportation with a valid Texas driver’s license and proof of auto liability insurance required.

**Education and Work Experience**

* Associate or Bachelors' degree preferred.
* Registered Professional Appraisal (R.P.A.) active license or working towards R.P.A. license preferred.
* High School diploma or equivalent required.

**Benefits**

* Salary based on experience and qualifications.
* Vehicle allowance and phone reimbursement.
* Health insurance for the employee provided by the District,
* Hays County holidays, sick and vacation leave, retirement plan - vested after 3 years with 2:1 match by the District.

**Resumes will be accepted until the position is filled. Final candidate must pass a background check and complete entrance exam.**

**Applications are available on our website at** [**www.hayscad.com**](http://www.hayscad.com)

**Please send resume and completed application to** [**kperkins@hayscad.com**](mailto:kperkins@hayscad.com)**.**