

Appraiser Technician

This is a non-exempt hourly position with some overtime work available during our busy season to meet deadlines. Applicants must conduct themselves in a professional and ethical manner.

Primary Duties and Responsibilities:

- Assists the appraisers and the public during Appraisal Review Board hearings.
- Provides public assistance with general questions and routes them appropriately.
- Assists the field appraisers with preparation for field duties and collection of data in the field.
- Accurate data entry of sales data and permit information in our appraisal software.
- Preparing and sorting excel lists for use by appraisers.

Knowledge, Skills and Abilities:

- Applicant will register with the Texas Department of Licensing and Regulation (TDLR) and commit to obtain their Registered Professional Appraiser (R.P.A.) 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:

- Customer service experience preferred.
- Real estate related experience preferred.
- Associate or Bachelors' degree preferred.
- High School diploma or GED required.

Benefits:

- Salary based on experience and qualifications.
- 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 an entrance exam.

Applications are available on our website at www.hayscad.com

Please send resume and completed application to kperkins@hayscad.com.