

BUSINESS PERSONAL PROPERTY APPRAISER

Hays CAD is accepting applications for the position of BPP appraiser. Candidates will be expected to conduct themselves in a professional and ethical manner.

DESCRIPTION: 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.

Some responsibilities include:

- Field inspections to locate new businesses and tower sites.
- Field inspection of existing business.
- Field inspection of mobile home parks.
- Review, verify and process rendition forms for all personal property.
- Correspond with taxpayer by telephone, email, or in person.
- Represent the Appraisal District in informal and formal hearings before the ARB.

REQUIREMENTS:

- High school diploma or GED required.
- Registered Professional Appraiser (RPA) license or partial coursework towards license is preferred.
- Strong analytical and computer skills (i.e., Excel, Access, and GIS).
- Ability to utilize multiple data sources and techniques to value property.
- Possess and maintain the knowledge associated with Texas property tax laws.
- Must have reliable transportation and proof of a Texas drivers license with auto liability insurance.

BENEFITS

- Salary is contingent on education and experience in the field.
- Vehicle allowance
- Cell phone reimbursement
- Health Insurance
- Retirement plan
- Paid holidays and leave

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Resumes will be accepted until the position is filled. Final candidate must pass a background check.

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

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