

## BASTROP CENTRAL APPRAISAL DISTRICT

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### **JOB OPPORTUNITY**

Date Posted: February 4, 2020

Job Title: Appraiser Trainee

Salary: Commensurate with Experience and Qualifications

Closing Date: Until Filled

The Bastrop Central Appraisal District is seeking an Appraiser Trainee to perform a variety of technical data collection and profile assembly tasks working under the direction of a registered appraiser. This position is distinguished from a Real Property Appraiser and provides paraprofessional-level technical assistance to professional appraisers for real estate valuation, database maintenance, and other assessment purposes.

### **KEY JOB RESPONSIBILITIES**

- Gather data for assessment purposes as assigned
- Verify property characteristics and physical addresses
- Process various appraisal forms
- Enter collected data into agency's database system
- Perform field inspections
- Verify stages of completion or development and project the use of land
- Check maps, legal descriptions, and/or building permits to verify site locations and addresses against appraisal forms.
- Sketch building exteriors and/or site boundaries and notates dimensions
- Perform mathematical computations including the determination of square footage, percentages, fractions, or decimals using standard formulas
- Update and maintain assessment files which may include filing and/or retrieving cards, letters, or other documents
- Represent the District in informal and formal hearings

### **QUALIFICATION REQUIREMENTS:**

- A four-year degree from an accredited university or college with a major in finance or business-related field preferred
- Excellent customer service skills
- Possession of a valid driver's license at the time of application

The final candidate will be subject to a background check.

Bastrop CAD offers a competitive salary, excellent benefits and a stable, pleasant work environment.

A complete job description and application for employment are available on the District's website at [www.bastropcad.org](http://www.bastropcad.org) under General Information/Employment. Submit your resume and application to [resumes@bastropcad.org](mailto:resumes@bastropcad.org), Attn: Gayle Junker.

The Bastrop Central Appraisal District is an equal opportunity employer.