

BASTROP CENTRAL APPRAISAL DISTRICT

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JOB DESCRIPTION

Appraiser Trainee

The Appraiser Trainee performs a variety of technical data collection and profile assembly tasks and works 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

DISTINGUISHING CHARACTERISTICS

Guidelines, Difficulty and Decision-Making Level:

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational practices to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is

exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

No supervisory duties; reports to the Director of Appraisal.

MINIMUM QUALIFICATIONS

Competencies, Know/edges & Skills:

Integrity/Honesty – Displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and chooses an ethical course of action.

Conscientiousness – Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reading – Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling

Mathematics – Performs computations such as addition, subtraction, multiplication, division, and algebraic and geometric calculations, correctly using whole numbers, fractions, decimals, and percentages.

Listening -- Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Writing – Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Flexibility – Adapts quickly to changes.

Speaking – Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations and uses appropriate body language. Bilingual also a plus.

Memory – Recalls information that has been presented previously.

Reasoning – Discovers or selects rules, principles, or relationships between facts and other information.

Customer Service – Works and communicates with clients and customers to satisfy their expectations and committed to quality services.

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Attention of Detail – Is thorough when performing work and conscientious about attending to detail.

Problem Solving – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Technical Competence – Knowledge of how to perform one's job. Refers to specialized knowledge that is acquired through formal training or extensive on-the-job training.

Self-Management – Sets well defined and realistic personal goals, monitors progress and is motivated to achieve, manages own time, and deals with stress effectively.

Information Management – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Ability to learn property appraisal procedures, methods, and techniques.

Ability to master information related to building nomenclature, construction materials, and methods to construct objects, structures, and buildings.

Essential Physical Demands: Requires sitting, walking on all types of terrain, climbing, standing, driving vehicle, bending, kneeling, reaching and twisting upper body. Must use hands for data entry much of the work day. Must be able to hear and speak both in person and by phone. Must be able to see and read fine print and lift up to 40 pounds. The position requires considerable concentration, ability to manage time effectively and work without supervision. It is subject to stress caused by a changing public environment, heavy workload, high call volume, and mandatory deadlines. Requires the ability to assess information, ask questions, make decisions, and execute assignments.

Working Environment:

Extreme Cold: Temperature cold enough to cause marked bodily discomfort

Extreme Heat: Temperature hot enough to cause marked bodily discomfort

Wet: Frequent Contact with water or other liquid

Hazards: Conditions where there is danger to life, body, and/or health

May be exposed to hazardous chemicals

Subject to varying and unpredictable situations

Education Requirement:

A four-year degree from an accredited university or college with a major in finance or business-related field preferred.

Experience Requirement:

None

Licensure and/or Certification:

Possession of a valid driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

SALARY CLASSIFICATION: Class IV