



PARKER COUNTY APPRAISAL DISTRICT

JOB DESCRIPTION

POST DATE	11/25/2025	JOB TITLE	Appraiser I
DEPARTMENT	Appraisal	REPORTS TO	Appraisal Supervisor

POSITION SUMMARY:

This is an entry-level appraiser position responsible for the discovery of property, collecting and entering data, assisting the general public, preparing evidence and representing the appraisal district in public hearings.

ESSENTIAL JOB FUNCTIONS:

- Represent the District with a positive attitude and maintain a cooperative relationship with fellow staff members, property owners, taxing units, elected officials, the appraisal review board, property tax professionals, attorneys, and the general public.
- Report to assigned workplace in a timely manner as scheduled.
- Ability to understand and carry out oral and written directions and completes assigned tasks competently with minimal oversight.
- Conduct on-site physical inspections, capture photographs, classify properties and improvements, and record detailed information and measurements during all types of weather and environmental conditions.
- Perform data entry of various kinds and review data for accuracy and completion.
- Prepare and professionally present information in both formal hearings and informal discussions.
- Maintain acceptable appearance and professional conduct standards in accordance with District policy.

ADDITIONAL JOB FUNCTIONS:

- Participate in the establishment of property values in accordance with the Texas Property Tax Code and the Uniform Standards of Professional Appraisal Practice.
- Produce and organize appraisal cards for field inspections and reappraisal efforts, and engage in cross-training by peers.
- Records and reports work activity or progress, complete special projects as assigned, and meet deadlines.
- Read and understand plats, deeds, blueprints, fee appraisals, real estate listings, sales contracts, closing statements, appraisal manuals, correspondence, and other work-related material.
- Responsible for completing and maintaining TDLR license and education requirements.
- Must be available for additional work hours and/or occasional weekends as needed.
- Assist other departments and perform all other duties as assigned.

KNOWLEDGE & ABILITIES:

- Must have knowledge of laws, rules, and deadlines involved in the reconciliation of property values and certification of the appraisal roll including pertinent principles and guidelines set forth in the Texas Property Tax Code.
- Must have basic computer skills and knowledge of relevant software packages.
- Must have the ability to navigate difficult terrain and/or construction sites on foot
- Must have the ability to respond effectively to inquiries or complaints orally and in writing.

QUALIFICATION REQUIREMENTS:

EDUCATION: Associates or Bachelor's degree is preferred or relevant work experience.

EXPERIENCE: Possession of a valid Texas driver's license.

ESSENTIAL PHYSICAL DEMANDS: Requires sitting, walking, climbing, standing, bending, kneeling, reaching and twisting upper body. Must use hands for data entry and drawing, have the ability to see and read fine print as well listen to, and speak with customers and employees verbally and in writing. Must be able to lift up to 25 pounds. The position requires considerable concentration, ability to manage time effectively. It is subject to stress caused by a changing public environment, diversity in the organization, heavy workload, high call volume, and mandatory deadlines. Requires the ability to, assess information, ask questions, make decisions, and execute assignments.

LIMITATIONS AND DISCLAIMER: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Please apply by submitting a completed application and/or a cover letter and resume by email to: thanson@parkercad.org

The Parker County Appraisal District (PCAD) is an equal opportunity employer that maintains a policy of non-discrimination and non-retaliation with respect to all employees and applicants for employment. All employment decisions will be made without regard to race, color, sex (including pregnancy, gender identity, and sexual orientation), religion, national origin, age (40 or older), disability, genetic information, veteran status, or any other status protected by applicable federal, state, or local laws. Employment decisions are based solely on the individual's qualifications, merit, and performance, subject to the business requirements of the PCAD. Requests for accommodations will be reviewed for qualified individuals. Reasonable accommodations will be made in accordance with applicable law.