

PALO PINTO APPRAISAL DISTRICT

200 Church Ave / P.O. Box 250

Palo Pinto, TX 76484

***Phone - 940-659-1281 *Fax - 940-659-2618 *Email - ppad@palopintocad.org**

January 4, 2021

RE: JOB OPENING NOTICE

The Palo Pinto Appraisal District is accepting applications for an **appraiser**. Applicant must have a good driving record and be able to pass a background check. High School graduate or GED with office and computer skills a must. Applicant must be able to take various required education courses and pass tests to earn designation of Registered Professional Appraiser (RPA) through the Texas Department of Licensing and Regulation. This process takes up to 5 years. Applicant will be required to work in office and do field inspections. Field inspections will include actually measuring and classifying structures. Applicants must have the ability to multi task in a fast-paced environment.

Applications and job descriptions may be obtained from the Palo Pinto Appraisal District or via website at <http://iswdatacorp.azurewebsites.net>

Palo Pinto Appraisal District is an equal employment opportunity employer.

APPRAISER JOB DESCRIPTION

FIELD INSPECTION

- 1) Based on Reappraisal Calendar determine areas to be worked. Prepare appraisal cards, maps, etc. needed for field work to complete assignments. Also check tablets to make sure software is updated and accessible for use.
- 2) All appraisers check properties assigned in the following manner:
 - a) First make contact with anyone who is at home at time of appraisal. Explain that you are doing a routine check and see if they have any information you need to be aware of. If no one is home, always leave your business card on the door.
 - b) Check measurements on two sides to ensure accuracy and make necessary changes. Pictometry may be used to assist. Be sure to pay special attention to information needed by data processing on houses with unique attributes, features, and angles, etc.
 - c) Review classification and make any changes necessary. Be sure to note why change is made if making a substantial change.
 - d) Check for all forms of depreciation: physical, economic and functional. Determine an effective age and make necessary notes on card for data processing to have all information needed to talk to a tax payer in future.
 - e) List any additional structures and give all information needed for data entry.
 - f) Check card for exemptions or special use applied. If it is obvious that the owner lives there and does not have homestead see if they would like an application.
 - g) Take updated photos of structures.
 - h) Make final notes on cards being sure to put recheck date and initials of appraiser.
- 3) Report on progress to Deputy Chief Appraiser. Upload field photos to the system and attach to the proper accounts. Deliver completed appraisal cards to Data Entry Clerk for entry in computer. Answer any questions she may have.

WILDLIFE AND AG

- 4) Each team is responsible for sending certified requests for Annual Wildlife Reports in their areas to be worked for that appraisal year. Once forms are returned an inspection date will be set up to validate qualification. If denied certified denial letters will be sent.
- 5) Each team is also responsible for checking properties in their appraisal areas for agricultural valuation for the appraisal year. Questionable properties will be sent certified letters requesting Additional Information or denial letters.
- 6) Ag forms received in office are logged in the P Drive file Ag Log for reference and given to the appropriate teams to be inspected and worked.
- 7) Inspections are made on all properties in which an ag application is received. Notes of inspection are written on applications.
- 8) If the property qualifies ag is applied and the form is dated and initialed and scanned into the property account.
- 9) If ag is denied a letter will be sent certified stating so or a certified request for additional info may be sent. These forms will also be scanned into the property account.

SALES

All sales data that has been received will be entered into PPAD system and scanned into the appropriate account. Appraisers will work in office with the Chief Appraiser and Deputy Chief Appraiser to establish market value using market analysis of comparable sales and locally tested cost data. Valuation models will be specified and calibrated in compliance with supplemental standards from the IAAO and USPAP. The calculated values will be tested for accuracy and uniformity using ratio studies.

- 10) Tables are updated and new ratio reports are ran to verify that ratios are within the 95% to 105% range.
- 11) Cost schedules for each school district, neighborhood and or subdivision are built and placed in an excel spreadsheet format.
- 12) All cost schedules are then sent to the Chief Appraiser for review and approval.
- 13) After approval by the Chief Appraiser, the appraiser applies a Mass Update to the CAMA system.
- 14) After Mass Update, new ratios are ran to confirm values are within the proper range.

NOTICES

- 15) Assist in checking and mailing appraisal notices in May and any supplemental notices should be forwarded the Data Entry Clerk.

INFORMALS

- 16) Pull inquiries assigned to each appraiser. Return phone calls and document any changes or discussion. If changes are made to account a Settlement and Waiver must be generated and signed by both tax payer and appraiser.
- 17) All returned unanswered calls are marked as pending and can only be closed *after* 2 attempts.
- 18) Meet with taxpayers in informal meetings and arrange rechecks of property when needed. If agreement is not reached with taxpayer, assist in filing a protest.

ARB

- 19) Assist Deputy Chief Appraiser in preparing for ARB protest hearings and represent Appraisal District in hearings if so assigned.
- 20) Any other jobs assigned by Deputy Chief Appraiser or Chief Appraiser.

PALO PINTO APPRAISAL DISTRICT

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE)

(AN EQUAL OPPORTUNITY EMPLOYER)

The Palo Pinto Appraisal District is an equal opportunity employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, martial status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

PERSONAL INFORMATION

NAME _____ SOCIAL SECURITY # _____
LAST FIRST MIDDLE

ADDRESS _____
STREET CITY STATE ZIP

TELEPHONE # _____

LIST NAME AND RELATIONSHIP OF ANY RELATIVES EMPLOYED BY PPAD: _____

EMPLOYMENT DESIRED

DESIRED POSITION: _____

DATE YOU COULD START: _____ SALARY DESIRED: _____

CURRENTLY EMPLOYED? _____ MAY WE CONTACT YOUR EMPLOYER? _____

HAVE YOU EVER APPLIED TO PPAD BEFORE? _____ WHERE? _____ WHEN? _____

CHECK ANY TYPES OF WORK YOU WILL ACCEPT: _____ PERMANENT _____ TEMPORARY

_____ FULL TIME _____ PART TIME

REFERRED BY: _____

EDUCATION

SCHOOL NAME & LOCATION

#YEARS ATTENDED

GRADUATE?

HIGH SCHOOL: _____

COLLEGE: _____

OTHER _____

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK: _____

ACTIVITIES: (CIVIC, ATHLETIC, ETC.) _____

SPECIAL QUALIFICATIONS & SKILLS: LIST QUALIFICATIONS AND SKILLS YOU POSSES WHICH
COULD BE BENEFICIAL (TYPING AND/OR 10-KEY, KNOWLEDGE OF SPECIALIZED MACHINERY OR
EQUIPMENT, AND PROFESSIONAL REGISTRATION OR LICENSING.) _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? EXCLUDE MINOR TRAFFIC VIOLATIONS. (A YES
RESPONSE DOES NOT AUTOMATICALLY DISQUALIFY YOUR APPLICATION.) _____

EMPLOYMENT HISTORY

LIST ALL EMPLOYERS FOR THE PAST 10 YEARS, STARTING WITH THE MOST RECENT POSITION.
ATTACH ADDITIONAL SHEET IF NECESSARY. ALL INFORMATION *MUST* BE COMPLETED.

DATES EMPLOYED-MONTH/YEAR

NAME AND ADDRESS OF EMPLOYER

POSITION

SUPERVISOR'S NAME

START SALARY

END SALARY

DESCRIPTION OF DUTIES

REASON FOR LEAVING

DATES EMPLOYED-MONTH/YEAR

NAME AND ADDRESS OF EMPLOYER

POSITION

SUPERVISOR'S NAME

START SALARY

END SALARY

DESCRIPTION OF DUTIES

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START SALARY

END SALARY

DESCRIPTION OF DUTIES

REASON FOR LEAVING

REFERENCES

GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR AND CAN ATTEST TO YOUR QUALIFICATIONS, COMPETENCY AND RELIABILITY.

1.

NAME

ADDRESS

TELEPHONE

OCCUPATION

POSITION

YEARS KNOWN

2.

NAME

ADDRESS

TELEPHONE

OCCUPATION

POSITION

YEARS KNOWN

3.

NAME

ADDRESS

TELEPHONE

OCCUPATION

POSITION

YEARS KNOWN

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATION OF FACTS IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, AT THE DISCRETION OF THE EMPLOYER BE TERMINATED AT ANY TIME WITHOUT PREVIOUS NOTICE.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND AGREE TO THE ABOVE STATEMENTS.

SIGNED

DATE

