



MAVERICK COUNTY APPRAISAL DISTRICT
JOB DESCRIPTION
APPRAISER, RPA
(Ranch and Acre Tracts)

GOAL:

To insure that all real properties (ranch land and improvements) are discovered and appraised equal and uniform within the county using standard procedures and methods as provided by the Texas Property Tax Code.

DUTIES AND RESPONSIBILITIES:

- Responsible for monitoring changes of use in land presently under productivity.
- Responsible for the on-site inspections of all ranch property within the County.
- Responsible for the mailing of sale confirmation letters to buyers and sellers of all ranch sales.
- Responsible for updating ranch land schedules based on ratio studies produced by confirmed sales.
- Responsible for on-site inspections on properties applying for ag-use valuations to confirm the land use.
- Responsible for the confirmation of land being used for agricultural purposes.
- Responsible for the mailing of the agricultural questionnaire on an annual basis to update the productivity values within the county.
- Responsible for the productivity values.
- Responsible for the monitoring of all ag-use (1-d-1) applications due to ownership changes. (Re-application)
- Performs other duties as directed by the Senior Appraiser.
- Assists property owners with questions relating to ranch properties.

QUALIFICATIONS:

- High School graduate as equivalent (GED) two years of college preferred.
- Willing to register with the Board of Tax Professional Examiners and obtain the Registered Professional Appraiser designation within an allocated time.
- Must possess a current Texas Driver License, dependable transportation and insurance coverage.

EXPERIENCE AND JOB SKILLS:

- Ability to communicate well with the public
- Proficient in mathematics
- Knowledge of property deeds and ability to research property
- Command of English and Spanish Language
- General knowledge of the real estate market and factors affecting real estate values
- Knowledge of current law and regulations pertaining to ad valorem taxation
- Basic computer background or experience required
- Basic knowledge of Microsoft XP and spreadsheets

REPORTS TO:

Deputy Chief Appraiser