

**TARRANT APPRAISAL DISTRICT
EMPLOYMENT OPPORTUNITY**

Position Title
RESIDENTIAL DIVISION MANAGER

Class Code
26-1000

Job Posting Date
03-7-2023

Examples of Job Duties/Responsibilities

- Locates, performs field inspections and re-inspections, accurately measures, and makes working drawings, collects, analyzes and/or verifies previously collected data, and classifies assigned residential properties for property valuation purposes
- Reviews building permits, to determine the nature (new construction, add-on, remodeling, etc.) and extent of permitted work, work completion percentages, and possible classification and value adjustments
- Oversee the establishment of residential property values in accordance with the Texas Property Tax Code and the Uniform Standards of Professional Appraisal Practice
- Responds to inquiries, complaints, and informational request from customers, tax units, property owners and/or authorized agents and other stakeholders
- Represents the district and may negotiate or defend property values in informal value protest sessions and/or the Appraisal Review Board
- Updates and maintains training manuals, state reports, form letters, informational materials and similar documents
- Designs, calibrates, and updates data and valuation models to produce accurate and equitable valuation of properties
- Oversees the training of Residential Appraisers
- Serve as a project leader for special research, operations, and other projects
- Assists other departments and performs other duties as assigned

Minimum Qualifications

- Graduation from an accredited four- year college or university with a degree in real estate, business, finance, or a related field plus at least one year of relevant property appraisal and/or substitute experience desired or an equivalent combination of education and experience, with at least four years of relevant and/or substitute experience preparing residential property appraisals for an appraisal agency or firm.
- (A current SRA, MAI, or similarly recognized professional appraisal designation may be applied as a substitute for years of experience, with the number of years substituted being determined by the appraisal district.)
- Current certification as a Registered Professional Appraiser by the Texas Department of Licensing and Regulation.

Starting Salary

\$92,473 subject to qualifications and experience plus \$5,500 annual car allowance

Benefits Medical, dental, vision and life insurance; excellent paid vacation and sick leave benefits; 13 paid holidays; retirement plan; deferred compensation plan; an opportunity to be a part of a terrific team!

Applications (for current TAD employees, Job Bid Applications) required. Application forms issued/completed applications accepted online at TAD.org

Tarrant Appraisal District
2500 Handley-Ederville Road
Fort Worth, Texas 76118-6909

Completed applications accepted until 5:00 PM Tuesday, March 21, 2023

Conditions of Employment: Previous employment and any additional qualifications will be subject to verification. Persons selected for certain positions must pass a drug test before job placement. If driving is a job requirement, a driver's license and driving record check will be conducted. Criminal background checks will also be conducted prior to job placement.

The Tarrant Appraisal District is an equal employment opportunity employer.