

**TARRANT APPRAISAL DISTRICT
EMPLOYMENT OPPORTUNITY**

Position Title
**BUSINESS PERSONAL
PROPERTY APPRAISER**

Class Code
22-1500

Job Posting Date
01-07-2025

Examples of Job Duties/Responsibilities

- Locates/discovers, performs on-sight inspections and re-inspections, determines applicable square footages, collects and/or verifies previously collected data, and classifies moderately complex business personal properties for property valuation purposes
- Reviews and calculates renditions and assesses acceptability of information
- Applies appropriate rate tables, depreciation schedules, and other pertinent factors, and adheres to established policies, procedures, and statutory requirements in arriving at business personal property market values
- Assists property owners and authorized tax agents with basic questions and information concerning appraisal district-established business personal property values
- Adds, deletes, and corrects inaccurate business personal property account information
- May conduct informal business personal property value protest meetings and make settlement recommendations to proper decision makers
- May prepare and present Appraisal Review Board cases for business personal property accounts under protest
- This job allows some work from home flexibility. During certain times of the year, in-office work is required. The in-office work, when required is an essential function of this job. There are no accommodations for the periods of time that require in-office work.

Minimum Qualifications

- Bachelor's degree in real estate, business, finance, accounting, or a related field plus at least three years of relevant property appraisal experience or an equivalent combination of pertinent education and professional/technical training, with at least five years of relevant property appraisal experience
- Current designation as a Registered Professional Appraiser by the TDLR
- Possess thorough knowledge of the Texas Property Tax Code and mass appraisal systems
- Personal computer competence essential, especially in Excel spreadsheets
- Valid driver's license, vehicle with current safety inspection sticker, and minimum state-mandated liability insurance required

Starting Salary Range

\$53,664-\$84,906 subject to qualifications and experience, plus \$10,000 annual car allowance

Benefits Medical, dental, and life insurance; excellent paid vacation and sick leave benefits; 11 paid holidays; retirement plan; deferred compensation plan; an opportunity to be a part of a great 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, January 21, 2025

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.