



## BEXAR APPRAISAL DISTRICT

Michael A.  
Amezquita  
Chief Appraiser

411 N. Frio, P.O. Box 830248  
San Antonio, TX 78283-0248  
Phone (210) 224-8511  
Fax (210) 242-2451

BOARD OF DIRECTORS

KEITH HUGHEY  
Chairman  
JAMES MCADEN  
Vice-Chairman  
HELEN DUTMER  
Secretary

### JOB SPECIFIC INFORMATION

**Title:** Appraiser I  
**Department:** Appraisal  
**Division:** Residential, Commercial, Personal Property

**AMENDED DATE:** September 12, 2007

**Group:** 614  
**Exempt:** No  
**B.T.P.E. Registration:** Required

AARON VALENZUELA  
BETTY LEFLORE  
SYLVIA S. ROMO, CPA, RTA

### General Description

Perform basic appraisal work on assigned residential, commercial or personal properties to include inspection and data collection. Continue training in the application of appropriate valuation procedures and techniques in order to exercise broad discretion regarding appraised values. May represent the district in the informal and formal protest hearing process.

### Qualifications

1. High school diploma and a minimum of two (2) years experience in an agency or firm that conducts mass appraisals, and successful completion of BTPE approved course #1 and at least one intermediate level course 2, 5, 7, etc. or their equivalents in first year of employment.
- OR**
2. A four (4) year college or university degree. For the applicant with a four-year degree, relevant courses in business, accounting, finance, real estate or management are preferred.
- AND**
3. Perform mathematical tasks associated with appraisal.
  4. Accurately classify property by characteristics and record observations.
  5. Communicate effectively orally and in writing.
  6. Learn and operate computer programs for appraisal use.
  7. Work effectively both independently and with others.
  8. Organize and plan work effectively.
  9. Commitment to providing exceptional public service.
  10. Position requires use of personal vehicle. A valid Texas driver's license with proof of liability insurance is mandatory with a verified acceptable driving record.
  11. Must have reliable transportation.
  12. Must have a telephone or point of contact.

### Essential Functions of the Job

1. **Support organization goals** by performing field inspections and data collection on assigned residential, personal property or commercial accounts; interface with others to ensure proper applications, procedures and techniques are maintained; verify sales information and research sales files; value accounts and defend those values during appeals.
2. **Provide assistance to the general public and BCAD employees** by developing strategies to deliver effective and factual communication regarding BCAD policies, procedures and property tax laws affecting both the property owner and BCAD; communicate procedures and important deadlines.
3. **Maintain BCAD database** by operating a PC and becoming familiar with the District's CAMA system in order to research and retrieve BCAD records. Also, operate copiers, printers, cameras, and HP-12C calculator.
4. **Represent the district** by assisting in the informal hearing process and by assisting in achievement of overall goals, those set by the District and those mandated by the State.
5. **Improve procedures and job efficiency** by evaluating work methods and making suggestions; maintaining quality of work and division production standards; plan and organize daily workload.
6. **Enhance the division's effectiveness** by demonstrating professionalism in conduct and appearance; understanding the necessity for dependability, punctuality, regular and reliable attendance, and integrity of work.

7. **Comply with BCAD policies and procedures and state laws** by staying current on written policies and procedures for BCAD personnel; maintain current knowledge of new and revised tax laws and property tax code; attend BTPE education courses and maintain BTPE certification.
8. **Contribute to team effort** by accomplishing assigned tasks which can change as required by business needs.
9. **Physical demands requiring** sitting, standing, bending, kneeling, carrying, pushing, climbing stairs, lifting up to 30 lbs., walking over rough and muddy terrain, possibly crawling, possible weekends and overtime as needed.
10. **Environmental factors include**, but are not limited to, high stress office atmosphere analyzing data at a computer terminal or lap-top, one on one meetings with taxpayers and fiduciaries, high phone demands, exposure to outdoors; high humidity and extreme temperatures, drives to designated locations to perform field assignments or other assigned District business in all weather conditions.

### Reporting Relationships

**Reports to:** Appraisal Supervisor or As Assigned.

**Supervises:** None.

**Works With:**

**Internal** – BCAD Staff

**External** – Taxing Units, Fiduciaries, ARB, and the General Public.

### Conditions of Employment

1. Meets standards of the **“General Description”**, **“Qualifications”** and **“Essential Functions of the Job”**.
2. Must sign an Ethics Agreement.
3. Must sign an Authorization for Non-Release or Release of personal information.
4. Must sign a Logon/Security/Electronic Mail Form for access to computing facilities.
5. Agrees to comply with all written District Employee Policies and Procedures.

### Evaluations

Evaluations will be in accordance with the BCAD personnel policies. After the initial six months the immediate supervisor will evaluate employee’s performance of their duties and responsibilities as detailed above. The initial review is a communication tool to review criteria and standards and not necessarily a salary change recommendation. Evaluations will then be annually.

### Acknowledgement

I, Michael A. Amezcuita, Chief Appraiser, do hereby approve the Appraiser I Job Description.

\_\_\_\_\_  
**Michael A. Amezcuita, Chief Appraiser**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date**