



HENDERSON COUNTY APPRAISAL DISTRICT

EMPLOYMENT OPPORTUNITIES

Job Type: Full-time Residential Appraiser
Pay: Salary is contingent upon experience and qualifications
Resume: Please email resume to hcad@hcadtx.org

Company Overview

The Henderson County Appraisal District (HCAD) is an independent, specialized local government whose primary function is to appraise all properties within Henderson County and to provide accurate and reliable property values to the taxing entities within Henderson County. Located in Athens, Texas, HCAD is at the center of one of the fastest growing counties in the Country and is tasked with keeping up with the continually changing real estate landscape. HCAD appraises over one-hundred thirty thousand parcels that lie within twelve school districts, one junior college, seventeen cities, and sixteen other entities.

General

Perform duties supporting valuation appraisal of real property at a fair and accurate market value for the assessment of ad valorem taxes in accordance with the Texas Property Tax Code. Duties will include data collection by conducting on-site measurements and inspections, analysis of market sales, application of mass appraisal techniques, and conducting protest hearings with property owners, tax agents and the Appraisal Review Board.

Education, Experience, and Training

Applicant must be able to meet the State of Texas requirements to become licensed as a Registered Professional Appraiser within a reasonable timeframe.

Skills In

Performing mathematical and statistical calculations; reading aerial photos and grid maps; use of reference manuals for valuation purposes; writing clear and concise records, appeal responses, reports, and statistical data.

Henderson County Appraisal District 1751 Enterprise St. / P.O. BOX 430 Athens, TX 75751

Ability To

Communicate effectively in both oral and written form; perform research; perform effectively at appeal hearings; make decisions independently in accordance with established policies and procedures and use initiative and judgment in completing tasks and responsibilities; make sound judgment in making decisions regarding property values; utilize problem identification and resolution techniques; gather and analyze sales data and compile into meaningful reports; establish and maintain records and statistical data; understand and interpret deeds, legal property descriptions and maps; work independently; efficiently manage time to meet deadlines; prepare and present reports; courteously meet and deal effectively with other employees, property owners, boards, courts, fee appraisers, other agency representatives, businesses, professionals, and the public (intense levels of public communications) in sometimes adverse situations.

Physical Demands and Work Environment

Regular and consistent attendance is required. Work is performed in the office and outdoors and may require keyboarding, bending, climbing, lifting to 30 pounds, walking rough terrain, pushing, pulling, and reaching. Ability to use a field device to capture property data and characteristics while physically measuring a structure. Work performed outdoors is in an environment which involves everyday risks and discomforts and sometime adverse weather conditions requiring safety precautions. A considerable amount of driving is required.

Additional Details

Applicants must have a pleasant, positive personality and good work ethics are necessary. Along with reliable transportation, a valid Texas driver license and proof of liability insurance. Salary is contingent on experience and qualifications. Resumes will be accepted until the position is filled. Candidates should detail their appraisal experience, computer knowledge, communication skills, and formal education. The Henderson County Appraisal District is an Equal Opportunity Employer.

Benefits:

Health insurance
Dental insurance
Vision insurance
Paid time off
Retirement plan