

HENDERSON COUNTY APPRAISAL DISTRICT

NOTICE OF EMPLOYMENT OPPORTUNITY

CHIEF APPRAISER

Location: Athens, Texas **Employment:** Full-Time **Reports To:** Board of Directors

Salary: \$ _____ TBD _____ – \$ _____, depending upon qualifications and experience

Application Deadline: _____ 10/30/2026 _____

THE OPPORTUNITY

The Henderson County Appraisal District Board of Directors invites applications from qualified professionals for the position of Chief Appraiser. The Chief Appraiser serves as the District's chief executive and administrative officer and is responsible for administration of the District's appraisal and business operations.

PRIMARY RESPONSIBILITIES

- Direct and administer all District operations.
- Oversee annual appraisal of taxable property within Henderson County.
- Ensure compliance with the Texas Property Tax Code and applicable professional standards.
- Develop appraisal policies, procedures, and the reappraisal plan.
- Supervise, develop, and evaluate District employees.
- Prepare and administer the annual operating budget.
- Oversee appraisal records, rolls, notices, certifications, and required reports.
- Monitor appraisal accuracy, equity, consistency, and performance.
- Work professionally with the Appraisal Review Board while respecting its independent statutory authority.
- Respond to taxpayer and governmental inquiries.
- Maintain effective relationships with taxing units and governmental agencies.
- Provide the Board with timely reports and recommendations.

REQUIRED QUALIFICATIONS

Applicants must satisfy all statutory eligibility requirements applicable to appointment as a Texas Chief Appraiser. Candidates should have Texas Registered Professional Appraiser (RPA) credentials or other qualifications satisfying applicable statutory requirements; significant appraisal, property-tax, or appraisal-district experience; supervisory and management experience; knowledge of the Texas Property Tax Code and Texas appraisal practices; and strong leadership and communication skills.

PREFERRED QUALIFICATIONS

Preference may be given to candidates with five or more years of progressively responsible Texas appraisal-district experience; prior Chief Appraiser, Deputy Chief Appraiser, or comparable senior-management experience; a relevant bachelor's degree; governmental management experience; CAMA/mass-appraisal experience; public-sector budgeting experience; and experience working with Texas appraisal and taxing authorities.

COMPENSATION

The Board of Directors will establish final salary and employment terms based upon the selected candidate's qualifications and experience. Salary Range: \$ _____ TBD _____ – \$ _____ annually. A competitive benefits package is available. Specific benefits and employment terms will be provided to finalists.

APPLICATION PROCEDURE

Applicants should submit a current résumé, a cover letter explaining their interest in serving as Chief Appraiser, at least three professional references with contact information, and copies of applicable professional licenses or certifications.

Henderson County Appraisal District
Attn: Chief Appraiser Search
1751 Enterprise Street
P.O. Box 430
Athens, Texas 75751
Email: hendersoncad@hcadtx.org
Telephone: 903-675-9296

Please place "Chief Appraiser Application" in the subject line of electronic submissions.

SELECTION PROCESS

The Henderson County Appraisal District Board of Directors is the appointing authority. The Board may conduct interviews, background and reference checks, credential verification, and other appropriate screening procedures before making its final appointment. The Board reserves the right to reject any or all applications, modify the recruitment schedule, extend the deadline, or discontinue the recruitment process.

EQUAL OPPORTUNITY EMPLOYER

Henderson County Appraisal District is an equal opportunity employer. Employment decisions are made in accordance with applicable federal and Texas law.