

The **Calhoun County Appraisal District** is accepting applications for the position of **Field Appraiser**.

Responsibilities include office and field work associated with the appraisal of real and personal property, assisting with taxpayer inquiries, and representation of the District in protest hearings. High school diploma required; college degree preferred. Applicants must have good communication skills. Prior experience in Real Estate, insurance adjusting, construction, or accounting is a plus. TDLR certification is preferred but not required. This position requires reliable transportation, a valid Texas driver's license, and proof of insurance. Successful completion of the RPA designation within 5 years of employment and maintenance of the educational requirements mandated by TDLR is required.

The applicant will possess the following:

- Willingness to complete educational requirements mandated by the Texas Department of Licensing and Regulation
- A valid Texas driver's license and proof of liability insurance
- Dependable transportation for performing field work
- Proficient computer skills and ability to learn and accept new technology
- Harris/True Automation PACS/CAMA system is a plus
- Excellent verbal skills both face-to-face and over phone
- Able to work as part of a team
- Maintains high standards of ethics, integrity and confidentiality
- Compliance with all District policies and procedures
- Other duties as assigned, including special projects and assisting co-workers
- Understands and supports safety standards as required by the job; keeps workplace clean and safe
- Punctuality in terms of scheduled work times
- Knowledge about the appraisal of residential, commercial, and business personal property is a plus

#### PHYSICAL DEMANDS:

Position requires sitting, walking, bending, squatting, leaning, twisting stretching arms, climbing up & down stairs, ramps and grades for brief periods as described above. Also, using arms, wrists and fingers to perform data entry or typing keyboards, handle measuring and photographic equipment while standing, sitting, walking, bending, squatting.

## ENVIRONMENTAL CONDITIONS:

Will be required to conduct field work outside of the office in all types of areas throughout the county as workloads demand. Temperatures may range up to 100 degrees in summer to near freezing in winter. Generally, work is limited to indoor office work as described above inclement weather. Hazards include driving a motor vehicle, encountering and interacting with upset taxpayers, dogs and insects.

Salary range will be contingent upon qualifications and commensurate with experience. The Calhoun County Appraisal District offers a competitive salary and excellent benefit package. Calhoun County Appraisal District is an Equal Opportunity Employer.

Applications are available at: <https://calhouncad.org/employment/> or at the office of the appraisal district.

### **Applications should be submitted to:**

Calhoun County Appraisal District

PO Box 49

Port Lavaca, Texas 77979

Or email to: [paul@calhouncad.org](mailto:paul@calhouncad.org)