



LA SALLE COUNTY APPRAISAL DISTRICT
204 NORTHEAST LANE
COTULLA, TEXAS 78014
PHONE: (830) 879-4756 FAX: (830) 879-4067

INTERNAL/EXTERNAL JOB POSTING

POSITION: APPRAISER

SALARY: *(Annual salary starts at \$40,000- \$50,000)
Final salary commensurate with skills,
qualifications and experience.*

TERM: *"At Will" 12 Month Orientation Period. The District reserves the right to terminate your employment. We do not guarantee 12 months of employment.*

QUALIFICATION:

- (1) High School Graduate or equivalent (GED).*
- (2) Bachelor's Degree in Business or related, preferred*
- (3) Minimum two (2) years real estate experience.*
- (4) Excellent typing skills.*
- (5) Excellent grammar and writing skills.*
- (6) Must be fluent with Windows Operating System and MS Office (Word, Excel, PowerPoint, Internet Explorer, and Outlook).*
- (7) Must travel and overtime required.*
- (8) Excellent oral and written communication skills, flexible, personal initiative, well-organized and a team.*

PREFERENCE: *Real Estate and/or Appraisal background preferred. Applicant must have a high school diploma, or GED equivalent. Bachelor's Degree in Business Administration or related field preferred or 2 years of real estate experience minimum.*

RESPONSIBILITIES: *Perform field appraisal duties and assignments for the Appraisal Division of the District. Perform in appraising real estate and/or commercial real/business personal property for tax assessment purposes; and performs related work as required. Familiarize self with all functions of the Appraisal District and Texas Property Tax Law; assist Appraisal Staff in all aspects of value estimates, documenting, sketching, planning, assignments and reporting for the department; familiarize self with all District software and programs; perform data entry, statistical and mathematical functions; establish and maintain adequate records; must be able to travel; **work outdoors 85% of the time**; perform public relations and customer service duties; must be able to attend and successfully complete educational requirements; successful cross-training; be professional, have good conduct and be a team player; perform overtime assignments and all other duties as assigned. **Must have excellent computer skills with a working knowledge of Windows Operating System and Microsoft Office (Word, Excel, Power Point) and must have good math skills**; Must maintain excellent customer service skills with property owners, employees, supervisors, and directors. Must maintain open communication with employees, supervisors, and directors in a proficient manner; and have a high degree of attendance at work; follow chain of command; maintain high level of confidentiality, work overtime and travel as required; successfully complete all educational requirements; and other duties as assigned. Applicant must have a high school diploma or GED equivalent; college preferred. **Final Salary Commensurate upon Skills, Qualification and Experience.***

EQUAL OPPORTUNITY EMPLOYER