

FIELD APPRAISER POSITION

Position Summary

The position places primary emphasis on the appraisal of residential and rural properties.

Essential Duties & Responsibilities

This information is intended to be descriptive of the key responsibilities of the position:

- Assist the general public promptly with a professional and courteous attitude at all times.
- Perform appraisals on all types of real property including residential and rural properties with minimum supervision and with latitude for independent judgment.
- Perform physical inspections of property, and complete field cards in an accurate and timely manner.
- Perform complex data entry in an accurate and efficient manner within a deadline environment.
- Prepare and testify in taxpayer protests filed with ARB.
- Explain, justify, and defend valuations with taxpayers.
- Perform other data entry as required and assist personnel with daily activities.

Education & Work Experience

- High school graduate or equivalent.
- Registered Professional Appraiser designation preferred but not required.
- Working knowledge of the Property Tax Code, and property tax system preferred.
- Data Entry skills required with experience in the use of a personal computer with the Windows operating system.
- Must have strong interpersonal skills with customer service emphasis.
- Must possess strong verbal and written communication skills with ability to convey ideas and make effective use of grammar, spelling, punctuation and math.
- Strong customer service attitude with critical thinking and decision making abilities

Resume and applications may be submitted until position is filled.

Submit resume to: Lamar County Appraisal District
PO Box 400, 521 Bonham St., Paris, TX 75460