

Field Appraisers  
Residential/ Land/ Commercial/AG/ Business Personal Property

General Description:

Field Appraisers should be conscientious, reliable, and responsible individuals dedicated to job performance. They must be certified as a Registered Professional Appraiser or working toward that goal. They must be willing to work in all types of weather conditions and have a serviceable vehicle to use on the job. They must maintain liability insurance and provide proof of insurance to the Secretary/Personnel Assistance. This position may require the Field Appraiser to be performing their duties on a solitary basis without the benefit of immediate supervision. The Field Appraiser must be self-motivated and have the desire to accomplish tasks that are assigned to them. The Field Appraiser should have an aptitude for mathematical equations and be able to learn the appraisal software used by the Appraisal District. These individuals should respect and protect the district equipment assigned to them and understand that they are representatives of the Brazoria County Appraisal District and should act as professionals at all times when performing their duties. The Field Appraiser must be familiar with mapping and routing techniques. These individuals should understand that they are representatives of the Brazoria County Appraisal District and should act as professionals at all times when performing their duties.

Performance Requirements:

- Is directly responsible to the Director of Appraisal and the Deputy Chief of Appraisal.
- Responsible for appraising all property in the district at 100% market value.
- Is responsible for knowing the appraisal procedures to follow in carrying out their duties.
- Records any and all pertinent information on the field sheets to insure as accurate a property record card as possible to help eliminate data input problems.
- Utilize their time to accomplish a thorough and complete appraisal of the property in an as expeditious a manner as possible.
- Is responsible for keeping an ample daily supply of set-up field packets/folders on hand to insure maximum use of field time.
- Must be knowledgeable of laws and deadlines relating to the Property Tax Code.

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- Must be able to effectively communicate with the public including using appropriate tones and actively listening.
- Must display professionalism and use diplomacy in dealing with the public, jurisdictions and peers.
- Must be capable of defending those values determined as a direct result of the recorded fieldwork that they are responsible for during informal and formal processes.
- Make sure that field packets are completed and correct before turning in and understand that it is the responsibility of the appraiser to correct any inaccuracies.
- Ascertain that sales of properties represent the highest and best use when performing field appraisals.
- Must be familiar with the State Comptroller's coding and Appraisal District labeling techniques in order to ensure quality appraisal information.
- Should be able to assist the public on inquiries to their property records and be able to explain their rights and remedies.
- Must be familiar with the informal/formal process in order to successfully assist taxpayers in the hearing process.
- Should have a working knowledge of the computer software used by the district including aerial imagery.
- Promotes and supports the Chief Appraiser/Appraisal District in the everyday dealings with the public and staff members.
- Complies with general safety practices and standards in performing their duties.
- Have knowledge and abide by all current Appraisal District Policies and Procedures.
- Carries out any other duties/tasks necessary to complete the appraisal effort as assigned by the Director of Appraisals or the Chief Appraiser.
- **Considered a nonexempt employee.**