

TARRANT APPRAISAL DISTRICT EMPLOYMENT OPPORTUNITY

Position Title
**BUSINESS PERSONAL
PROPERTY SUPERVISOR**

Class Code
25-1500

Job Posting Date
01-07-2025

Examples of Job Duties/Responsibilities

- Plans, assigns work, sets priorities and deadlines, supervises, coordinates, closely monitors and reviews, and reports on assigned appraisers' work products and performance
- Addresses and resolves or attempts to resolve problems and issues presented by assigned appraisers, escalating such matters to higher departmental authorities when deemed necessary and appropriate
- Analyzes business personal property field data collection practices, appraiser performance, and other data for use in devising improved appraisal and reappraisal processes and departmental appraiser training programs
- Provides orientation training for new entry-level appraisers and provides guidance and oversees on-the-job and other job-related training for assigned departmental appraisers
- Helps either assigned departmental appraisers with, or directly handles, customer value, ownership, business closure, and similar issues, whether in person, over the phone, and/or via e-mail or other correspondence
- Examines internal ratio studies to assure appraisal uniformity, equality, and accuracy, taking needed corrective action following consultation with departmental management and/or director
- Evaluates business personal property financial renditions and other documents (balance sheets, depreciation schedules, etc.) as part of the property valuation process
- Performs new account discovery tasks
- May defend and/or assist in defending appraisal district values before the Appraisal Review Board
- Performs other duties as assigned

Minimum Qualifications

- Graduation from an accredited four-year college or university with a degree in real estate, business, finance, or a related field plus at least seven years of relevant property appraisal and/or substitute experience desired or an equivalent combination of education and experience, with at least 10 years of relevant and/or substitute experience preparing business personal property appraisals for an appraisal agency or firm.
- Current designation as a Registered Professional Appraiser by the TDLR
- Possess thorough knowledge of the Texas Property Tax Code and mass appraisal systems
- At least five or more years of increasingly responsible appraisal district or equivalent supervisory experience

Starting Salary Range

\$71,427-\$140,125 subject to qualifications and experience, plus \$5,500 annual car allowance

Benefits Medical, dental, and life insurance; excellent paid vacation and sick leave benefits; 11 paid holidays; retirement plan; deferred compensation plan; an opportunity to be a part of a great team!

Applications (for current TAD employees, Job Bid Applications) required. Application forms issued/completed applications accepted online at TAD.org

**Tarrant Appraisal District
2500 Handley-Ederville Road
Fort Worth, Texas 76118-6909**

Completed applications accepted until: 5:00 PM, Tuesday, January 21, 2025

Conditions of Employment: Previous employment and any additional qualifications will be subject to verification. Persons selected for certain positions must pass a drug test before job placement. If driving is a job requirement, a driver's license and driving record check will be conducted. Criminal background checks will also be conducted prior to job placement.

The Tarrant Appraisal District is an equal employment opportunity employer.