Real/Business Personal Property Appraiser

DUTIES AND RESPONSIBILITIES

The Real/Business Personal Property Appraiser is responsible for appraising real and business personal property, collecting and analyzing cost, sales, and asset data, developing appraisal schedules and manuals, and maintaining accurate records in the district's computer system. Duties include conducting property inspections, documenting property characteristics and assets, communicating with taxpayers, explaining appraisal and tax procedures, conducting ratio studies, utilizing digital photography to analyze and compare property characteristics, and appraising real property using generally accepted mass appraisal techniques to arrive at market value. Defending property values before the Appraisal Review Board. Regular attendance and punctuality. The Appraiser must assist other departments as needed to meet District goals and deadlines.

TRAINING AND EXPERIENCE

High School graduation or its equivalent is required. Experience in the tax field is desirable. Must be able to walk and carry light loads. (Less than 20 pounds) Appraiser must have knowledge of human relations, strong communication skills, and an understanding disposition with the ability to calm taxpayers when engaged in confrontational situations.

Appraiser must be a Registered Professional Appraiser (RPA) or in the process of obtaining the designation. Appraiser must have a valid Texas Driver's License and a driving record acceptable to The Appraisal District requirements.

SUPERVISION

The Personal Property Appraiser will report directly to the Chief Appraiser

Please submit cover letter, application and resume to:
Yoakum County Appraisal District
Attn: Chris Hunt/ Chief Appraiser/ Administrator
P.O. Box 748, Plains, Texas 79355
500 Cowboy Way, Plains, Texas 79355
ycad@yoakumcad.org

Approved for posting by: _____
Chief Appraiser

Posted Date: October 9, 2026