



# WICHITA APPRAISAL DISTRICT

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[www.wadttx.com](http://www.wadttx.com)

A career opportunity has opened up with the Wichita Appraisal District for an appraiser trainee in our residential department.

The Wichita Appraisal District is a government agency responsible for appraising property in Wichita County for property tax purposes. Great working environment with a competitive salary and excellent benefits to include 11 paid holidays, generous vacation, medical & life insurance and an outstanding retirement plan.

**Position Summary:** To thoroughly, accurately, and timely perform residential appraisal field work relative to assigned properties; gathering and utilizing available data and approved methodologies to arrive at market values for property tax purposes.

## Essential Job Duties/Responsibilities:

- Locates, performs field inspections and re-inspections, accurately measures, collects and/or verifies previously collected data, and classifies assigned residential properties for property valuation purposes.
- Applies and adheres to established techniques, policies, and procedures in arriving at market values.
- Verifies residential sales and other data for maps, ratio studies, and appraisal workfiles.
- Analyzes collected data through use of spreadsheets, various mathematical and statistical calculations, charts, graphs, and other means.
- Devises, pre-tests, and produces values using mass appraisal models
- Reviews building permits to determine the nature (new construction, add-on, remodeling, etc.) and extent of permitted work, work completion percentages, and possible classification and value adjustments.
- Utilizes a computer workstation and available applications software to retrieve, manipulate and input data.
- Responds to inquiries, complaints, and informational requests from property owners or their authorized agents over the telephone, in person, and/or written correspondence.
- Represents the district and negotiates property values in informal value protest sessions.
- Prepares and presents information and defends appraisal district values before the Appraisal Review Board.
- May serve as a project leader for special research, operations, or other projects
- Performs other duties as assigned.

## Skills/Abilities

- To work productively, both independently and in cooperation with co-workers and the general public
- To effectively and tactfully explain (both verbally and in writing) technical information in understandable terms to non-technicians and others
- To thoroughly and accurately perform basic research, mathematical and statistical computations, and data analysis
- To correctly read and interpret maps and plats and locate properties
- To timely progress through the Texas Department of Licensing and Regulation process leading to certification as a Registered Professional Appraiser
- To operate personal computers, printers, copiers, calculators, and other office equipment and devices

## Education/Experience

- College degree preferred

Other Requirements

- Commitment to teamwork and providing exceptional public service
- Must have and maintain a Texas-licensed vehicle with a valid vehicle safety inspection sticker
- Must possess and maintain a valid Texas Driver's license
- Must furnish proof of and maintain current vehicle liability insurance with limits not less than those mandated by state law
- Must be able to work some weekends and/or extra hours.

**Email resumes to [wcad@wadttx.com](mailto:wcad@wadttx.com). Wichita Appraisal District is an equal opportunity employer.**