

# The Ector County Appraisal District

## Job Openings

The Ector County Appraisal District has one job opportunity at this time. The position we are seeking to fill is for an Appraiser. For information on the position please see the job description below.



For information on the Appraiser position please contact Jarrod Lawson at [Jarrod.Lawson@ectorcad.org](mailto:Jarrod.Lawson@ectorcad.org).



## ECTOR COUNTY APPRAISAL DISTRICT POSITION VACANCY ANNOUNCEMENT

1301 East Eighth Street  
Odessa, Texas 79761  
432 332-6834

**POSITION TITLE:** Appraiser  
**CLASSIFICATION:** Professional (Exempt)  
**TDLR LEVELS:** I thru IV  
**SALARY RANGE:** \$47,640 - \$72,360 plus \$9,000 Automobile Allowance (Annual)  
\$3,970 - \$6,030 plus \$750 Automobile Allowance, \$80 Cell Phone Allowance (Monthly)

**GENERAL DUTIES:** Performs complete market value appraisals of all types and classifications of real and personal property. Accomplishes on-site inspection of properties; classifies properties; calculates cost and depreciation of properties; applies current market data of properties; and develops and maintains appraisal records using approved appraisal manuals and schedules. Reports to Director of Appraisal.

### **SPECIFIC DUTIES:**

1. Locates, identifies, and classifies real property and real property improvements.
2. Locates, identifies, and classifies taxable personal properties.
3. Applies approved appraisal manuals and value schedules to designated properties.
4. Develops and maintains appraisal records, reports, and associated documents.
5. Confers with public on property appraisals and values.
6. Performs other related and administrative duties as required or assigned by the Director of Appraisal Operations.

### **MINIMUM QUALIFICATIONS:**

1. Ability to effectively communicate with the general public in a manner that reflects positively on public service.
2. Demonstrable high degree of initiative, integrity, and accuracy.
3. Demonstrable leadership and supervisory qualities.
4. Comprehensive knowledge in current accepted standards of professional appraisal methods and practices.
5. Minimum personal auto insurance liability, and a current valid Texas driver license, and a vehicle sufficient to support field appraisal duties.
6. Minimum requirements to qualify for registration with the Texas Department of Licensing & Regulation.

### **PREFERRED QUALIFICATIONS:**

1. Bachelor's degree from an accredited college or university or three years experience in professional ad valorem tax appraisal or an equivalent combination of formal education and professional experience.
2. Experience in mass appraisal data processing systems.
3. Professional appraiser designation or certification from a recognized professional organization or society.

**POSITION VACANCY DATE:** April 9, 2024

**VACANCY CLOSING DATE:** Until Filled

*The Ector County Appraisal District is an Equal Opportunity Employer. There is an Equal Opportunity Policy and Affirmative Action Statement on file for public inspection in the district offices.*