



# **Cochran Central Appraisal District**

109 S.E. 1st Morton, Texas 79346 806-266-5584 www.cochrancad.com

## **Official Posting of Available Position**

### **For Immediate Hire**

#### **First Deputy**

#### **DUTIES AND RESPONSIBILITIES**

The First Deputy is responsible to:

- Meet the requirements to obtain a Registered Professional Appraiser Designation form TDLR.
- Perform the functions and activities associated with the appraisal of assigned residential, commercial or personal properties to include inspection, data collection, analysis, and application of appropriate valuation approaches and techniques along with special appraisal provisions as provided for by the Texas Property Tax Code. Review and exercise broad discretion regarding appraised values. Represent the district in the informal and formal protest hearing process.
- Act as Secretary for The Cochran Central Appraisal District Board to include scheduling, and required posting of meetings and hearings.
- Act as Secretary for The Appraisal Review Board to include education, scheduling, and required posting of meetings and hearings.
- Perform duties assigned by Chief Appraiser to meet all deadlines to complete CAD work

#### **TRAINING AND EXPERIENCE**

- A good knowledge of the three approaches to value as applied to the appraisal of real property is essential. Good mathematical skills, independent thinking, professional image, statistical knowledge and understanding of the Property Tax Code are highly desirable.
- Knowledge of human relations and a calm disposition conducive to effectively work with property owners and employees of the District are essential.
- The Real Estate Appraiser must have a valid Texas Driver's License and a driving record acceptable to the District's restrictions.
- He/she must learn to use all equipment provided by the appraisal district to aid in mass appraisal and adapt to computer software used by the district. Read and understand plats, deeds, blueprints, sales contracts, settlement statements, appraisal rolls, appraisal manuals, inter-office communications, various CCAD reports, and correspondence from taxpayers. They must maintain a good working relationship with ALL taxing entities.

#### **EDUCATION**

- Graduation from High School or a GED is mandatory for this position.
- Applicant must be proficient in most Windows based programs, and a skills test may be required.
- Appraisers must obtain and maintain professional designation as a Registered Professional Appraiser. Training and education will be provided by Cochran Central Appraisal District and will require overnight travel periodically.

**Salary is based on experience and will be a full-time position.**

***If interested in the position, please come by the Appraisal District office and fill out an application by December 2<sup>nd</sup>, 2019.***



# Cochran Central Appraisal District

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APPLICANT INFORMATION			
Last Name		First	M.I. Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available	Social Security No.		Desired Salary
Position Applied for			
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Are you related to anyone who is on the governing board of any Taxing Unit in Cochran County? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Additional Skills:

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

**Please attach a current resume to application.**