

Terry County Appraisal District



Policies

And

Procedures

Revised and Approved
July 16, 2002

INTRODUCTION

THE TERRY COUNTY APPRAISAL DISTRICT IS A POLITICAL SUBDIVISION OF THE STATE OF TEXAS AND WAS ESTABLISHED AND EXISTS PURSUANT TO SB-621 AND §6.01 OF THE TEXAS PROPERTY TAX CODE AND IS GOVERNED BY THE LAWS FOUND IN THIS CODE.

THE POLICIES AND PROCEDURES FOUND IN THIS MANUAL ARE SEPARATED INTO SIX CATEGORIES:

- BOARD OF DIRECTORS
- APPRAISAL DISTRICT OPERATIONS
- BOARD MEETINGS
- APPRAISAL REVIEW BOARD
- PERSONNEL
- JOB DESCRIPTIONS

THIS MANUAL WILL NOT ADDRESS EVERY SITUATION THAT THE APPRAISAL DISTRICT WILL ENCOUNTER BUT IS WRITTEN TO CLARIFY THE LOCAL OPERATION AND ADMINISTRATION OF THE APPRAISAL DISTRICT.

SEC. 1.0 - BOARD OF DIRECTORS

QUALIFICATIONS

To be eligible to serve on the board of directors, an individual other than a county assessor-collector serving as a non-voting director must be a resident of the district and must have resided in the district for at least two years immediately preceding the date the individual takes the office. An individual who is otherwise eligible to serve on the board is not ineligible because of membership on the governing body of a taxing unit. An employee of a taxing unit that participates in the district is not eligible to serve on the board unless the individual is also a member of the governing body or an elected official of a taxing unit that participates in the district.

SEC. 1.1 - BOARD OF DIRECTORS

AUTHORITY

Members of the Board of Directors shall have authority only when acting as a board legally in session. The Board shall not be bound in any way by any statement except when such statement or action is in pursuance of specific instructions of the Board.

SEC. 1.2 - BOARD OF DIRECTORS

ELECTION OF DISTRICT BOARD OF DIRECTORS

The Board of Directors for the Terry County Appraisal District are elected by the member boards that are eligible to participate in the appraisal district and by the method set out in resolutions passed by each member board in 1996 as outlined below;

one member shall be appointed by the County of Terry in odd numbered years beginning in 1997;

one member shall be appointed by the Brownfield Independent School District in odd numbered years beginning in 1997;

one member shall be appointed by the City of Brownfield in odd numbered years beginning in 1997;

one member shall be appointed by the Meadow Independent School District and the City of Meadow in even numbered years beginning in 1996;

one member shall be appointed by the Wellman-Union Consolidated Independent School District and the City of Wellman in even numbered years beginning in 1996.

SEC. 1.3 - BOARD OF DIRECTORS

DUTIES OF APPRAISAL DISTRICT DIRECTORS

The Board of Directors shall provide for an appraisal district office and establish general policies in keeping with the wishes of the community, the local taxing jurisdictions and the requirements of the law. The Board of Directors shall devote its time and efforts chiefly to general policy-making and appraisal of results and delegate administrative details to the chief appraiser and his staff.

SEC. 1.4 - BOARD OF DIRECTORS

SPECIFIC RESPONSIBILITIES

1. To select the chief appraiser and advise and support him in the discharge of his duties.
2. To elect district employees upon nomination and recommendation of the chief appraiser.
3. To require that the business affairs of the appraisal district be handled in an efficient and professional manner and that an audit of the district's financial records be performed at least once each year by a Certified Public Accountant and that the report of the audit be made a matter of public record, presented to the governing bodies of all participating jurisdictions and made available to the public.
4. To set salary schedules.
5. To set the number of district employees with the help and advice of the chief appraiser.
6. To act as a legislative body establishing policies within the law to govern the appraisal office. Such policies or regulations may be initiated by the chief appraiser, members of the board, members of the participating jurisdictions, or by the general public. Any new policy or regulation or any change in present policies and regulations shall be

SEC. 1.5 - BOARD OF DIRECTORS

SPECIFIC RESPONSIBILITIES

submitted to the chief appraiser for his consideration and recommendation.

7. To keep, or cause to be kept, a complete and accurate record of policies and regulations.
8. To require and evaluate reports concerning the progress of the appraisal program, the tax collection program, and the financial status of the appraisal district.
9. To advise with the chief appraiser on his recommendation for the appraisal district and to approve, revise, or reject such recommendations.
10. To assist in presenting to the public the needs and progress of the appraisal district.
11. To keep, or cause to be kept, complete accurate and legal minutes of all Board meetings.
12. To request that the governing bodies of the participating jurisdictions provide, by the exercise of legal powers, the funds necessary to finance the operation of the appraisal district.

SEC. 1.6 - BOARD OF DIRECTORS

SPECIFIC RESPONSIBILITIES

13. To Appoint members of the community to serve on the Appraisal Review Board.

SEC. 1.7 - BOARD OF DIRECTORS

ELECTION OF OFFICERS

In the Board meeting in January of each year, the Board of Directors shall organize by electing one member as president, one member as vice-president and one member as secretary. The officers shall serve for a period of one year, or until his successor is elected or qualified.

SEC. 1.8 - BOARD OF DIRECTORS

DUTIES OF OFFICERS

1. President

The President shall preside at all meetings, appoint all committees, and perform all other duties prescribed by law, or by the Board.

2. Vice-President

The Vice-President shall perform the duties of the president in case of resignation, absence or disability of the president. The vice-president's signature is authorized and officially recognized for either the president or secretary.

3. Secretary

The Secretary shall perform all duties as required by law and such other duties as the Board may request.

4. Clerk

The Chief Appraiser is responsible for performing such clerical work, record keeping and correspondence as may be required by the Board. These activities may be delegated to other staff members, but the Board holds the Chief Appraiser responsible for the performance of these duties.

SEC. 1.9 - BOARD OF DIRECTORS

TRANSACTIONING BUSINESS

The Board of Directors may transact business that is binding on the Appraisal District only when it is in session, has a quorum present, and minutes are recorded.

Except in emergencies all business shall be transacted at regular Board Meetings. Special Board Meetings may be called by the President by notifying all members of the Board, stating to them the purpose, date, time, and place of the meeting.

SEC. 2.0 – APPRAISAL DISTRICT OPERATIONS

LAWS GOVERNING APPRAISAL DISTRICTS

Appraisal Districts were established pursuant to §6.01 of the Property Tax Code and are governed by the laws found in this code.

SEC. 2.1 – APPRAISAL DISTRICT OPERATIONS

APPRAISAL DISTRICT BUDGET

The Board of Directors shall prepare or cause to be prepared an annual budget for the operations of the Appraisal District Office. The annual budget shall be in effect from January 1st, through December 31st of each calendar year pursuant to §6.06 (i) of the Texas Property Tax Code.

SEC. 2.3 – APPRAISAL DISTRICT OPERATIONS

FINANCING OF THE APPRAISAL DISTRICT

The participating jurisdictions in the Appraisal District shall pay their portion of the cost of operating the District pursuant to Section 6.06 (d) of the Texas Property Tax Code.

The jurisdictions participating in the Appraisal District that do not have a vote on the Board of Directors must also pay their portion of the cost of operation.

Those jurisdictions participating in the Appraisal District prior to January 1, 1982, must do so on an intergovernmental contract. Participation in the Appraisal District for services prior to January 1, 1982 is voluntary and must be bound by mutual agreement with the jurisdiction and the Appraisal District.

Any additional services other than the appraisal of property, ad valorem tax collection, and the furnishing of an appraisal roll to each jurisdiction will be paid for at the actual cost by the jurisdiction requesting the service.

Payments from the participating jurisdictions will be made prior to January 1st of each year and then prior to the first day of each calendar quarter unless other arrangements have been made with the Chief Appraiser and the Board of Directors of the Appraisal District.

SEC. 2.4 – APPRAISAL DISTRICT OPERATIONS

CONTROL AND MANAGEMENT

The control and management of the Terry County Appraisal District shall be administered by five (5) directors as set out in Section 6.03 of the Texas Property Tax Code.

SEC. 2.5 – APPRAISAL DISTRICT OPERATIONS

POLICIES CONSISTENT WITH STATE LAWS

No item in these regulations or policies shall be operative if it is found to be in conflict with any law of the State of Texas.

SEC. 2.6 – APPRAISAL DISTRICT OPERATIONS

HOURS OF OPERATION FOR APPRAISAL DISTRICT OFFICE

The Chief Appraiser is charged with the responsibility of keeping the appraisal office open from the hours of 8:00 AM to 5:00 PM on Monday thru Friday of each week except for the holidays approved by the Board Directors.

SEC. 2.7 – APPRAISAL DISTRICT OPERATIONS

PUBLIC REQUESTS FOR DOCUMENTS

The chief appraiser is hereby designated the custodian of all records, documents, writings, letters, memoranda, or other written, typed, copied or developed materials possessed, assembled, or maintained by the Terry County Appraisal District.

All requests for public information are to be forwarded to the chief appraiser immediately upon receipt. The request shall be in writing and will become a part of the permanent file.

The chief appraiser shall thereupon make determination as to whether or not the information requested is public in nature.

If he finds the information to be public in nature, he shall direct that it be released for reproduction on the premises.

The party requesting the information is to be charged the cost of reproduction and any associated expenses entailed in locating, retrieving, copying or developing the information.

If the information is in active use or otherwise unavailable, the party requesting the information will be notified immediately upon its availability.

SEC. 2.8 – APPRAISAL DISTRICT OPERATIONS

If the chief appraiser finds the information not to be public in nature, he shall so inform the requesting party and shall for no reason release such information.

A list of those persons requesting confidential information will be presented to the Board of Directors at the next regularly scheduled board meeting.

SEC. 2.9 – APPRAISAL DISTRICT OPERATIONS

PURCHASE ORDERS

All purchases except those specifically approved by the chief appraiser and the board of directors must be made with a purchase order, signed by the person requesting the purchase and by the chief appraiser. Purchase orders must have an invoice attached after delivery before any payment can be approved.

Small items that are frequently purchased will not require a purchase order, but all invoices, signed by employee receiving merchandise, must be presented to the accounts payable clerk and approved by the chief appraiser before any payment can be disbursed.

SEC. 2.10 – APPRAISAL DISTRICT OPERATIONS

DISBURSEMENT OF FUNDS

Two signatures are required on all checks issued by the Terry County Appraisal District. The chief appraiser must sign all checks along with either the President of the Board of Directors or the Secretary of the Board of Directors.

All checks less than \$500 that are issued must have subsequent approval at the next regular meeting of the Board of Directors following the date the check was issued.

All checks over \$500 must have prior Board approval.

The Board is considered to have given prior approval on all payroll checks at the time the employees contract is accepted. Prior approval is also given on any contracted goods or services at the time the Board approves the contract.

SEC. 3.0 - BOARD MEETINGS

NOTICE OF BOARD MEETINGS

The Chief Appraiser is responsible for giving notice of all Board Meetings to comply with Texas State Law.

SEC. 3.1 - BOARD MEETINGS

PUBLIC MEETINGS

All regular meetings of the Board of Directors will be open to the public. The Board may go into an executive session if they deem it necessary to consider certain issues.

SEC. 3.2 - BOARD MEETINGS

PREPARATION OF AGENDA FOR BOARD MEETINGS

The Chief Appraiser is responsible for the preparation of the agenda for each Board Meeting.

Items for consideration by the Appraisal District Board may be presented to the Chief Appraiser at any time by Board members, by other members of the community, or others with items of such a nature requiring action by the Board. Items must be received 96 hours (Four Days) in advance of the day of the meeting. Items received less than 96 hours prior to the day of the meeting will be held until the next Board meeting unless it is in the form of an emergency.

All requests should be in writing with supporting information on the item to be discussed.

SEC. 3.3 - BOARD MEETINGS

MINUTES OF THE DISTRICT BOARD MEETINGS

The official minutes of the Board of Directors shall be kept in the office of the Chief Appraiser. The Board of Directors will hold the Chief Appraiser responsible for the safety and availability of the Board of Minutes.

SEC. 3.4 - BOARD MEETINGS

QUORUM

A majority of the Board of Directors of the Terry County Appraisal District constitutes a quorum for the transaction of business.

SEC. 3.5 - BOARD MEETINGS

VOTING

Voting shall be exercised by a show of hands. The president shall have a vote on all issues before the board. The chief appraiser and any other employees of the district present are not members of the Board and therefore, do not have a vote.

SEC. 3.6 - BOARD MEETINGS

SPECIAL BOARD MEETINGS

Special meetings of the Board of Directors shall be called by the President of the Board when in his opinion it is necessary, or when requested by two or more members of the Board of Directors. No business shall be transacted at any special meeting of the Board, which does not come within the purpose set forth in the call for the meeting.

Special meetings of the Board of Directors will not be open to the public when they are called to consider items for which executive sessions are required.

SEC. 3.7 - BOARD MEETINGS

EXECUTIVE SESSIONS

Executive sessions of the Board will be permitted to discuss certain district matters regarding personnel, or other matters that are proprietary in nature. Board members and District personnel present at an executive session will treat in a confidential way all statements or opinions voiced by those present and every detail of discussion shared at the meeting. Prepared statements may be released if in the opinion of the Board is necessary and advisable. Actions taken by the Board are a matter of record, and the minutes are available to any citizen who wishes to examine them.

SEC. 3.8 - BOARD MEETINGS

REQUESTS FROM CITIZENS TO ADDRESS THE BOARD

The Board shall welcome the advice and counsel of citizen groups, governing bodies of the local taxing jurisdictions and interested persons in the planning and operation of the appraisal district. Constructive criticism and advice is always welcome. All citizens who wish to address the Board on any subject related to the Appraisal District operations shall submit a written request stating in detail the subject to be presented to the Chief Appraiser at least four (days) prior to a scheduled meeting of the Board. Items received 96 hours in advance of the day of the Board meeting can be placed on the agenda and proper notice can be given.

A time limit of five minutes is automatically set for any speaker addressing the Board. If there is opposition from the floor to an item presented, the opposition shall be given equal time. Additional time may be allowed to any speaker by majority vote of the District Board.

No two people may speak on the same subject except when permitted by majority vote of the Board.

The Board may act on issues that have been properly posted as a part of the agenda or the Board may choose to seek additional information and delay a decision on items presented by citizens groups.

SEC. 4.0 – APPRAISAL REVIEW BOARD

QUALIFICATIONS

Individuals considered for and appointed to the appraisal review board of Terry County, are subject to the rules and laws set out in the most recent publication of the **APPRAISAL REVIEW BOARD MANUAL** written by the Texas Comptroller of Public Accounts Property Tax Division.

SEC. 5.0 - PERSONNEL

STANDARDS OF CONDUCT

The following Standards of Conduct shall apply to all employees of the Terry County Appraisal District.

No employee shall accept or solicit any gift, favor, or service that might reasonably tend to influence the employee in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence the official position.

No employee shall accept employment or engage in any business or professional activity which employee might reasonably expect would require or induce the disclosure of confidential information acquired by reason of the official position.

No employee shall accept other employment or compensation which could reasonably be expected to impair the employee's independence of judgment in the performance of official duties.

No employee shall intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the employee's official powers or performed official duties in favor of another.

SEC. 5.1 - PERSONNEL

EXCESSIVE DAYS OF ABSENCE FOR PERSONAL REASONS

All employees of the Terry County Appraisal District are employed for the purpose of providing services to the taxing jurisdictions and to the property owners of Terry County. The District Board of Directors therefore expects employees to perform this service at the time provided for in the contract and/or agreement. The dates and times that all reports and information generated by the Appraisal District are specified by law, and therefore, require that all employees can be depended upon to be present at the times scheduled and called for in their contract and/or agreement.

Any employee who may be absent from duty for personal reasons for more than five days in one year will be subject to having his/her employment review by the Chief Appraiser and the Board of Directors. Excessive absence for personal reasons may be considered as a reason for termination of contract and/or agreement.

SEC. 5.2 - PERSONNEL

ABSENCE FROM DUTY REPORT

An absence From Duty Report form will be furnished by the Terry County Appraisal District and must be filled out by each employee immediately upon returning after being absent from duty for any reason

This report must be filled out completely and signed by the employee and approved by the Chief Appraiser. Any supporting information such as a report from the attending physician must be included with the report.

SEC. 5.3 – PERSONNEL

SICK LEAVE/PERSONAL DAYS

All personnel, both professional full-time and auxiliary part-time, will be allocated seven days per year for personal illness or death in the "immediate family" or persons living in the same household as the employee. "Immediate family" shall include "Husband", "Wife", "Son", "Daughter", "Father", "Mother", "Brother", "Sister", "Grandparents", and "Grandchildren".

Sick leave/Personal days will be granted on January 1st of each year for each employee and may be used as needed. The Chief Appraiser reserves the right to confer with the employee's physician or to have a written statement from the physician before granting sick leave.

Professional full-time employees may accumulate up to 60 days sick leave without forfeiture. Auxiliary part-time employees may accumulate up to 20 days sick leave without forfeiture. Any employee who leaves the employ of the Terry County Appraisal District loses cumulative sick leave. If he/she returns as an employee at a later date, sick leave will begin the same as with a beginning employee.

There is no buy-back provision for accumulated sick leave whether caused by leaving the employ of the District or additional days in excess of the amount to accumulate.

SEC. 5.4 – PERSONNEL

INVOLUNTARY ABSENCE

Involuntary absence, such as one caused by a summons by a governmental agency, may be excused by the Chief Appraiser, when within the Chief Appraiser's judgment the absence should be excused.

SEC. 5.5 – PERSONNEL

VACATION

All full time employees will be given two (2) weeks or ten (10) working days vacation each calendar year. After six (6) months of employment, one (1) week or five (5) working days will be allowed and additional vacation time will accrue according to the amount of months employed.

All full time employees who have been employed by the Terry County Appraisal District for ten years or more will be given an additional week or fifteen (15) working days vacation each calendar year.

All vacations must be scheduled at least thirty days in advance with the Chief Appraiser. There might be times during the year, due to the work load, that vacation time will not be granted.

If an employee leaves the employ of the District, all claims for vacation time will be forfeited. If he/she returns as an employee at a later date, vacation time will begin the same as with a beginning employee.

Vacation time shall not be cumulative from year to year. There may be special circumstances where vacation time may be carried over to the following year. Any vacation time carried over must be approved in advance by the Chief Appraiser or the Board of Directors.

SEC. 5.6 – PERSONNEL

PAID HOLIDAYS

The Terry County Appraisal District office will observe the same legal holidays as approved by the Commissioners Court on an annual basis.

SEC. 5.7 – PERSONNEL

PAY SCHEDULE

The Terry County Appraisal District will pay all employees two (2) times each month the dates to be the 15th and the last day of each calendar month. If either of these dates fall on a Saturday or Sunday, salary checks will be issued on the last working day preceding these dates.

SEC. 5.8 – PERSONNEL

SALARY ADVANCES

The Terry County Appraisal District is not allowed to pay for services or goods not received. Therefore, salary advances to employees are strictly prohibited.

SEC. 5.9 – PERSONNEL

EXPENSE REIMBURSEMENT

Employees of the Terry County Appraisal District shall be reimbursed for expenses incurred while performing their job related duties when such expenditure is at the request of the Chief Appraiser or the Board of Directors. Prior approval for all expenditures must be obtained before any expenses are incurred.

SEC. 6.0 – JOB DESCRIPTIONS

QUALIFICATIONS – CHIEF APPRAISER

1. Chief Appraiser must meet the minimum requirements prescribed by the Board of Tax Professional Examiners and hold the designations of "Registered Professional Appraiser" (RPA) and "Registered Professional Assessor" (RTA).
2. Have a thorough knowledge of the laws and regulations relating to the appraisal and assessment of real and personal property.
3. The ability to train and supervise the work of all employees.
4. Have a thorough knowledge of the laws and regulations that govern the operation of an appraisal district and to be able to perform all of the duties required by these laws.
5. Must be able to establish and maintain an effective working relationship with the chief administrators and governing bodies of all of the participating jurisdictions in the Appraisal District and with all state agencies.

SEC. 6.1 – JOB DESCRIPTIONS

DUTIES – CHIEF APPRAISER

In addition to the duties specified by law, the Chief Appraiser shall also:

1. Attend all meetings of the Terry County Appraisal District Board of Directors unless excused by the Board, and shall act as the Chief Professional Advisor to the Board in all matters pertaining to the organization and operation of the Appraisal District Office.
2. Prescribe the record to be and the reports to be made by employees of the Appraisal District and shall have prepared and supplied to them the proper forms for such reports.
3. Meet with the chief administrators and the governing bodies of all participating jurisdictions to determine the needs and requirements of these jurisdictions. The Chief Appraiser shall report to the Board on his meetings with the jurisdictions, with any recommendations as needs arise.
4. Prescribe such rules and regulations as are necessary for the administration and control of the District, provided that such rules are not covered by policies and rules of the Board.

SEC. 6.2 – JOB DESCRIPTIONS

DUTIES – CHIEF APPRAISER

5. Keep abreast of the appraisal process throughout the state. To this end, the Chief Appraiser is expected to visit other Appraisal Districts of recognized standing and to keep in close contact with appraisal and assessing organizations and meetings in the state.
6. Delegate various responsibilities for the operation of the Appraisal District Office, but be responsible to the Board for the results produced.
7. Arrange for a factual public relations program to be channeled through the newspapers, radio stations, and other media.
8. Present to the Board at the specified meeting, a proposed budget for the coming year.
9. Be the custodian of the proceedings and records of the Board, which shall be the property of the District and shall be open to inspection on request by any citizen during regular office hours.
10. Be responsible for the supervision and approval of all contracted services that the District may have.
11. Assume all duties as assigned by the Board.

SEC. 6.3 – JOB DESCRIPTIONS

CONSULTATION FEES – CHIEF APPRAISER

The Chief Appraiser shall devote his time, attention, and energy to the direction and supervision of the Appraisal District. By prior agreement with the Board of Directors however, the Chief Appraiser may accept remuneration for consulting services, speaking engagements, lecturing, or other professional pursuits.

SEC. 6.4 – JOB DESCRIPTIONS

QUALIFICATIONS – ASSISTANT CHIEF APPRAISER

1. The Assistant Chief Appraiser shall meet the minimum requirements prescribed by the Board of Tax Professional Examiners and either hold or working toward obtaining the designation of "Registered Professional Appraiser" (RPA).
2. Must have at least three (3) years experience in the property tax field.
3. Must have a thorough knowledge of the laws and regulations relating to the appraisal and assessment of real and personal property.
4. Must have a thorough knowledge of building methods and standards and the factors affecting obsolescence and depreciation of various types of structures.
5. Must have the ability to train and supervise the work of others.
6. Must have the ability to establish and maintain effective working relationships with the public, officials, and other employees.
7. Must have the ability to explain the basis of appraisal to the public and to maintain harmonious relations with the public.

SEC. 6.5 – JOB DESCRIPTIONS

DUTIES – ASSISTANT CHIEF APPRAISER

1. All duties and requirements prescribed by law.
2. Assist in the planning and formulating of appraisal procedures and office procedures.
3. Supervise field appraisers and office staff in the appraisal and valuation of property.
4. Assist in the supervision of office personnel in tax collection, data processing and mapping.
5. Assist in the training of field appraisers.
6. Assist the Chief Appraiser in work with the Appraisal Review Board.
7. Assist in preparing the Appraisal District Budget
8. Assist in developing and maintaining cost schedules and ratio studies.
9. Keep abreast of the appraisal process throughout the state. To this end, the Assistant Chief Appraiser is expected to attend schools and meetings held by recognized professional organizations.

SEC. 6.6 – JOB DESCRIPTIONS

DUTIES – ASSISTANT CHIEF APPRAISER

10. Attend all meetings of the Terry County Appraisal District Board of Directors unless excused by the Chief Appraiser or the Board.

11. Act for the Chief Appraiser in his absence or at his direction.

12. Perform any other duties as may be assigned by the Chief Appraiser or by the Board.

SEC. 6.7 – JOB DESCRIPTIONS

QUALIFICATIONS – OFFICE MANAGER/ADM ASSISTANT

1. Must have a high school diploma and successful completion of general business school or the experience equivalent.
2. Must have experience in general record keeping or accounting and have a general understanding of computer accounting and adequate knowledge of accepted accounting practices and procedures.
3. Must be proficient in typing and have general knowledge in the use of Microsoft Word, Microsoft Excel, and other PC based programs.
4. Must have the ability to work with, and supervise people in an office environment.
5. Must have the ability to work with people easily in both telephone and personal interviews.
6. Must have experience in or capable of learning the operation of PC/AS400 network computer system.

SEC. 6.8 – JOB DESCRIPTIONS

DUTIES – OFFICE MANAGER/ADM ASSISTANT

1. Maintain accounting system as recommended by the District Auditor of all Appraisal District accounts under the direction of the Chief Appraiser.
2. Responsible for accounts payable, accounts receivable, payroll and bank reconciliation of all accounts utilized by the Appraisal District.
3. Assist in receiving and receipting tax payments by mail and/or by walk-in taxpayers.
4. Perform routine typing and data entry required for the operation of the Appraisal District.
5. Answer telephone and handle routine problems.
6. Assist in the preparation of any reports as may be required or requested.
7. Attend all meetings of the Terry County Appraisal District Board of Directors and the Appraisal Review Board unless excused by the Chief Appraiser or the Board.

SEC. 6.9 – JOB DESCRIPTIONS

QUALIFICATIONS – APPRAISER

1. An Appraiser must meet the minimum requirements as prescribed by the Board of Tax Professional Examiners and either hold or be working toward obtaining the designation of “Registered Professional Appraiser” (RPA).
2. Must have at least two (2) years experience in property tax appraisal and have attended at least two (2) recognized property tax courses, attaining a grade of 70 or above for each course taken.
3. Must have a thorough knowledge of building practices and methods.
4. Must have a thorough knowledge of land uses.
5. Must be able to maintain good relations with other employees and with the public.

SEC. 6.10 – JOB DESCRIPTIONS

DUTIES – APPRAISER

1. Obtain and analyze data and perform research and valuation work of average difficulty in the appraisal of real and personal property.
2. Measure and class residential property.
3. Measure and class commercial property.
4. List and appraise all types of personal property.
5. Check legal descriptions and verify that all property is included in the appraisal roll.
6. Meet with property owners and explain appraisal methods and procedures.
7. Aid in the office procedures required to value property.
8. Attend all schools in a timely manner accredited by the Board of Tax Professional Examiners for obtaining the "Registered Professional Appraiser" (RPA) designation and any special meetings with the approval of the Chief Appraiser.
9. Perform any other duties as may be assigned by the Chief Appraiser or by the Board.

SEC. 6.11 – JOB DESCRIPTIONS

QUALIFICATIONS – CLERK/SECRETARY

7. Must have a high school diploma or certificate of equivalence (GED).
8. Must be able to understand metes and bounds descriptions.
9. Must be proficient in typing and have general knowledge in the use of Microsoft Word, Microsoft Excel, and other PC based programs.
10. Must have the ability to work with people easily in both telephone and personal interviews.
11. Must have experience in or capable of learning the operation of PC/AS400 network computer system.

SEC. 6.12 – JOB DESCRIPTIONS

DUTIES – CLERK/SECRETARY

1. Maintain ownership changes on all property.
2. Maintain an efficient filing system.
3. Receive and receipt tax payments by mail and/or by walk-in taxpayers.
4. Assist in balancing cash drawers at the end of closeout cycles.
5. Answer telephone and handle routine problems.
6. Perform all other duties as may be assigned.

SEC. 6.13 – JOB DESCRIPTIONS

QUALIFICATIONS – DECA/SECRETARY/COLLECTIONS CLERK

1. Must be classified as a "Senior" and enrolled in a recognized Distributive Education Clubs of America (DECA) Program in Brownfield High School, Meadow High School or Wellman-Union High School.
2. Must be able to understand and follow written and oral instructions.
3. Must be available to work the required number of hours required to comply with the recognized DECA Program.
4. Must have a valid Texas Drivers License.
5. Must be able to work with people easily in both telephone and personal interviews.
6. Must have basic computer skills and have the ability to learn in moderate detail, the operation of PC/AS400 computer system.

SEC. 6.14 – JOB DESCRIPTIONS

DUTIES – DECA/SECRETARY/COLLECTIONS CLERK

1. Run errands as requested by superior staff members.
2. Answer telephone and handle routine inquiries.
3. Perform data entry under the direction and supervision of superior staff members.
4. Maintain an efficient filing system.
5. Receive and receipt tax payments by mail and/or by walk-in taxpayers.
6. Perform all other duties as may be assigned.