

Comal Appraisal District Position Description

Job Title: Tax Payer Liaison Officer

Occupational Category:

Salary Group: Per Diem

FLSA Status:

Reports To: Board of Directors

SUMMARY

This position is responsible for facilitating communications between the public and the Comal Appraisal District. Provides information to general public both orally and in writing regarding the appraisal district's responsibilities. Administers the public access functions required by Tax Code sect. 6.04(d-f). Serves as the Board of Directors liaison to the appraisal review board on issues related to the ARB management.

SUPERVISION RECEIVED

Serves at the pleasure of the Comal Appraisal District Board of Directors.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties include the following:

- Provide to the public information and materials designed to assist property owners in understanding the appraisal process, protest procedures, procedures for filing comments and suggestions with matters concerning ARB model hearing procedures, and procedures for filing complaints that the Board has authority to resolve.
- Assist property owners with the ARB survey.
- Attend Board of Directors meetings.
- Report to the Board of Directors at each meeting the status of comments and suggestions filed concerning matters of ARB model hearing procedures.
- Report to the Board of Directors at each meeting the nature of complaints, attempts to reach resolution and status of resolution.

- Compile list of comments and suggestion filed by the chief appraiser, property owner or their agent concerning ARB model hearing procedures and forward list to the Comptroller in manner prescribed by the Comptroller.
- Provide clerical assistance to local administrative judge in selection of appraisal review board members.
- Deliver to local administrative judge any applications to serve on the appraisal review board.
- Maintain regular schedule in the office of Comal Appraisal District during protest season as prescribed by the Chief Appraiser.
- Perform other related tasks as needed and assigned by the board of directors or the chief appraiser.
- Maintain professional knowledge by attending appraisal educational opportunities.

PROFESSIONAL CONDUCT

- Adheres to acceptable professional and ethical behavior.
- Discharge responsibilities with integrity, objectivity, due professional care, and a genuine interest in serving the public.
- Be impartial, intellectually honest, and free of conflicts of interest.

QUALIFICATIONS:

The appointee cannot be the chief appraiser or any individual who performs appraisal services for the Comal Appraisal District. Must be proficient in public and professional contact with excellent administrative skills. Must have a working knowledge of Texas property tax laws, appraisal review board and the appraisal district operations and procedures. Ability to speak Spanish preferred, but not required.

EDUCATION and/or EXPERIENCE

Graduate of an accredited high school or equivalent. The appointee must complete the Open Meeting and Public Information Courses published by the Attorney General with 30 days of appointment or supply evidence that the training had been completed within the past 12 months. The appointee must complete every two years the Laws and Rules Legal update seminar. The appointee must annually attend the Appraisal Review Board training provided by the Comptroller.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this

job, the appointee is regularly required to stand; sit; use hands to finger, handle, or feel objects, tools, or controls; and speak and hear clearly.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an “At Will” employment, and under no circumstances is this a contract for employment.

Approval: _____
(Chairman of Comal Appraisal District Board of Directors)

Effective Date: _____

Acknowledgement of appointee: _____
(First Name and Last Name)

Signature of appointee: _____