

COMAL APPRAISAL DISTRICT JOB POSTING

DESCRIPTION

Position: Team Leader

Description: This position is responsible for managing the functions associated with the appraisal of real and personal property. Activities associated with this position include: field inspection, data collection and analysis, application of appropriate valuation techniques, developing short-term goals, performing ratio studies and providing training and effective communication with staff. This position requires representing the District at Appraisal Review Board hearings and at arbitrations.

REQUIREMENTS

Application and resume submitted to the Comal Appraisal District

Graduate of accredited high school or equivalent; some college desirable in real estate, math, marketing or business related courses

Valid Texas Driver's License, Proof of auto insurance

Minimum 3 years of mass appraisal experience with RPA designation

Successful completion of Comal District entrance exam

BENEFITS

Salary	\$58,000 to \$91,000 (based on experience and education)
Status:	Exempt position
Retirement Contribution	7% of Salary with 2.5:1 matching by CAD
Health Insurance	Provided by CAD
Dental Insurance	Provided by CAD
Life Insurance	\$15,000 Provided by CAD
PTO Accrual	200 hours/per year