

## **FIELD APPRAISER**

Job Duties to Include:

Answer phone

Assist public

Stamp any incoming mail or paperwork with a date received

Follow Re appraisal plan, it will tell you areas to be worked.

Verify building and land classifications

Verify ag use on all properties even those w/o ag valuation and make notes on appraisal

Appraise any new improvements to the property

Make any necessary changes to building/land classifications

Complete all appraisals and rechecks by dates specified in the appraisal manual given out every year

Co-ordinate with Senior Appraiser which areas of the re-appraisal plan you are to work

Answer any tax payer questions in regards to property appraisals (do not discuss taxes with the property owner. We only appraise)

Take good and clear pictures of each parcel you appraise upload pics to the cama system under the image tab

Be clear and concise of your appraisals you may be asked to defend your appraisal at the ARB.

Must register with TDLR and take and complete the required courses to obtain the Registered Professional Appraiser license.

For a level 3 appraiser you have to complete the required courses and take the Level 3 exam within 3 years of your registration date

To obtain the Registered Professional Appraiser designation you have 5 years to complete the required courses and take the Level 4 exam.

Maintain any and all education needed to keep Appraiser License through TDLR

On top of the normal duties the Chief Appraiser may require you to assist others in the office or take on extra duties. In addition your regular work will still need to be completed.

The computers are for District use only. No personal use of the computers. Anything done on the computer is subject to an open records request.

Applications can be submitted in person at our physical location 301 Saint Joseph St Suite A Gonzales Texas 78629 , by Fax 830-672-8345 or by email [gonzcad@gvec.net](mailto:gonzcad@gvec.net)

**GONZALES CENTRAL APPRAISAL DISTRICT  
APPLICATION FOR EMPLOYMENT  
AND  
DISCLOSURE STATEMENT REGARDING SOCIAL SECURITY NUMBERS**

It is the Appraisal District's policy to provide employment opportunities to all qualified persons without regard to race, age, color, sex, religion, national origin or disability.

POSITION APPLIED FOR: \_\_\_\_\_

DATE: \_\_\_\_\_

**I. IDENTIFYING INFORMATION**

NAME \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

ADDRESS \_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

**II. GENERAL INFORMATION**

1. How did you learn of this opening? \_\_\_\_\_  
\_\_\_\_\_

2. List any relatives working here \_\_\_\_\_

List any relatives serving on the Board of Directors \_\_\_\_\_

List any relatives serving on Appraisal Review Board \_\_\_\_\_

3. Have you ever worked here before? \_\_\_\_\_ List dates \_\_\_\_\_

4. Date available for employment \_\_\_\_\_

5. If offered employment, you will be required to complete an I-9 Form and provide supporting documentation that verifies applicant is authorized to work in the United States. A "Texas Employee New Hire Reporting Program, New Hire Reporting Form" will be furnished to the ENHR Operations Center within 20 calendar days after date of hire.

6. Some of the District's job descriptions require travel. If the job for which you are applying requires travel, you will be required to have a valid Texas driver's license, proof of liability insurance and provide dependable transportation for travel if offered employment.

**III. EDUCATION AND TRAINING**

NAME & ADDRESS OF SCHOOL ATTENDED	MAJOR FIELD	MINOR FIELD	DEGREE/ DIPLOMA
HIGH SCHOOL			
COLLEGE			
TECHNICAL SCHOOL			
OTHER			

List Academic Awards, Scholarships or Professional Certifications (Omit religious, racial or ethnic organizations)

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**IV. WORK EXPERIENCE**

1. Present or last employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Position held and job responsibilities: \_\_\_\_\_

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Salary history: Starting \$ \_\_\_\_\_ Ending \$ \_\_\_\_\_

Dates of employment \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact your present employer?     YES                     NO

**2. Previous employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Position held and job responsibilities: \_\_\_\_\_

\_\_\_\_\_

Salary history: Starting \$ \_\_\_\_\_ Ending \$ \_\_\_\_\_

Dates of employment \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**3. Previous employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Position held and job responsibilities: \_\_\_\_\_

\_\_\_\_\_

Salary history: Starting \$ \_\_\_\_\_ Ending \$ \_\_\_\_\_

Dates of employment \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Are there any other experiences or qualifications that would relate to your employment in this position? Please describe:

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**V. SKILLS**

	YES	NO	
10 KEY CALCULATOR BY TOUCH			
SHORTHAND			
COMPUTER SKILLS(name programs)			
TYPING WORDS PER MINUTE			WPM
PROGRAM			YRS EXP.
PROGRAM			YRS EXP
PROGRAM			YRS EXP
BOOKKEEPING:(name programs)			
PROGRAM			YRS EXP
PROGRAM			YRS EXP
POSTAGE METER:			
DRAFTING:(name programs)			
PROGRAM			YRS EXP

(If interviewed you may be tested on the above)

**VI. OTHER PROFESSIONAL REFERENCES**

List any professional or work-related references you would like us to contact, other than the supervisors previously listed:

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NAME, POSITION	ADDRESS	TELEPHONE
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NAME, POSITION	ADDRESS	TELEPHONE
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NAME, POSITION	ADDRESS	TELEPHONE
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**DO NOT WRITE BELOW THIS LINE**

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

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Hired \_\_\_\_\_ YES \_\_\_\_\_ NO

Position \_\_\_\_\_ Department \_\_\_\_\_

Date Report to Work \_\_\_\_\_ Salary/Wage \_\_\_\_\_

Approved by \_\_\_\_\_

## **NOTICE TO APPLICANT**

Pursuant to Section 411.1296, Texas Government Code, a criminal history check may be made for any person applying for appraisal district employment. This check will be on criminal history record maintained by the Texas Department of Public Safety.

### **APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that the facts contained in this application are true and complete to the best of my knowledge, and I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that my result from furnishing same to you.

I hereby authorize a criminal background search if offered employment. I understand and agree that said search would be run prior to date of employment. I understand and agree that if, in the opinion of the Chief Appraiser, the criminal background report reveals information, which in the opinion of the Chief Appraiser makes me unsuitable for employment, the job offer will be withdrawn. I understand that in order to run a criminal background search the following information is required: Name, date of birth, and social security number. I hereby authorize such a criminal background search to be conducted if offered employment and agree to furnish the information necessary to conduct the search. I further understand and agree that any job offer may be withdrawn if my report indicates that I may be unsuitable for employment with the Gonzales Central Appraisal District as stated above.

Please be aware that you have the absolute right to refuse to provide your social security number to the Gonzales Central Appraisal District. However, the Gonzales Central Appraisal District will be unable to employ individuals who do refuse to provide their social security number. The reason for this policy is to help ensure that appraisal district employees are individuals with a history that would not make them unsuitable for the position for which they are applying.

Employees are encouraged to sign a privacy statement within two weeks of beginning employment with the appraisal district; this statement authorizes the appraisal district to protect social security numbers from most open records requests.

Prospective employees who provide same not employed by the appraisal district can be assured that any record of their social security number will be redacted and not retained.

I understand and agree that, if employed, my social security number will be used for the following purposes and will be provided to the various agencies requiring such information. An effort has been made to list all uses of social security numbers, but in the event that it becomes legally necessary to provide this information to other parties, Chief Appraiser and Appraisal District are released from any liability for furnishing my social security number to such parties.

List of known uses of social security numbers.

1. To complete and furnish to proper agency "Texas Employer New Hire Reporting Program, New Hire Report."
2. To conduct criminal background checks.
3. Complete and file all Texas County and District Retirement Reports and file for membership in said retirement plan.
4. Complete and file all required information with the Texas Workforce Commission.
5. Complete and file all required submissions to the Social Security Administration.
6. Complete and file all required submissions on quarterly and year end reports to the Texas Workforce Commission and Internal Revenue Service.
7. For completion and furnishing of W-2 forms to employee and Internal Revenue Service.
8. For the completion of Internal Revenue Service W-4 forms.
9. To secure health and, if offered, life insurance, dental insurance and disability insurance for employees.
10. To secure liability insurance for district if necessary.
11. To secure dishonesty bond if required.
12. To secure notary public bond if required.
13. To file any Workers Compensation reports or audits.
14. Outside auditor shall have access to social security numbers when auditing appraisal district records.

I am aware that my application is subject to the Texas open records law and may be released as a public document. I also understand that this application is the property of Gonzales Central Appraisal District and will become part of my personnel file if I am hired.

I understand and agree, that if hired, my employment is at-will and for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time with or without cause and any prior notice.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_