



MONTGOMERY CENTRAL APPRAISAL DISTRICT
SHERRY C. HUNTER, RPA, CCA
CHIEF APPRAISER



109 GLADSTELL ST., CONROE, TX 77301
P.O. BOX 2233, CONROE, TX 77305
936-756-3354 | WWW.MCAD-TX.ORG

Vacant Position

POSITION TITLE: Ag and Timber Appraiser

CLASS: Non-Exempt

REPORT TO: Director of Appraisals

DIVISION: Appraisal

TODAY'S DATE: 01/02/2025

CLOSING DATE: Open Until Filled

PAY GRADE: APPR

GENERAL POSITION SUMMARY: The Agricultural and Timber Appraiser is responsible for evaluating and assessing the value of agricultural and timber properties for the purpose of property taxation. This role is critical in ensuring accurate appraisal processes that reflect current market conditions and compliance with local, state, and federal regulations. The appraiser will work collaboratively with various stakeholders, including landowners, local government officials, and other appraisal district staff.

DESCRIPTION OF DUTIES & REQUIRED RESPONSIBILITIES:

- Conduct thorough on-site evaluations of agricultural and timber properties, documenting conditions, usage, and key features
- Evaluate property conditions and practices to determine eligibility of special valuation.
- Maintain up-to-date records of property values, land sales, and economic factors affecting agricultural and timber markets
- Apply appropriate appraisal practices to determine fair market value for agricultural and timber properties
- Prepare detailed appraisal reports that include valuations, practices used, and provide supporting documentation
- Ensure adherence to local, state, and federal laws governing property appraisal and taxation
- Stay informed about changes in agricultural and forestry-related legislation that may impact property valuations
- Communicate effectively with property owners, local government officials, and other stakeholders to explain appraisal processes and address inquiries
- Conduct educational outreach to inform landowners about appraisal methods
- Work with other appraisers and staff to ensure consistency in practices and participate in team discussions
- Participate in training sessions and professional development to enhance appraisal skills and knowledge
- Prepare and present reports on appraisal findings to the appraisal district board and other relevant entities
- Maintain accurate and organized files and records related to appraisals and property assessments
- Review and validate appraisal reports to ensure accuracy and uphold the integrity of the appraisal district's work
- Pursue relevant certifications and memberships in professional organizations to enhance expertise and credibility
- Serve as a primary point of contact for property owners and stakeholders, addressing inquiries and providing information about the AG and Timber appraisal process
- Utilize Geographic Information Systems and other analytical tools to improve data accuracy and support evaluation efforts

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES:

- In-depth knowledge of agricultural practices, timber management, and land use principles
- Familiarity with appraisal methods and techniques, particularly in agricultural and timber special valuations
- Knowledge of relevant laws, regulations, and standards governing property appraisal and taxation
- Strong analytical and mathematical skills necessary for accurate property valuation
- Proficient in using software and tools relevant to data analysis and property assessment

QUALIFICATIONS:

- High School Diploma or Bachelor's degree in real estate, finance, or a related field preferred
- Registered Professional Appraiser License Required
- Minimum of 2-3 years of experience in AG and Timber special valuation appraisal preferred but not required.
- Strong understanding of industry regulations and standards.
- Valid driver's license and reliable transportation.



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PHYSICAL REQUIREMENTS:

- Ability to travel to various property locations for on-site inspections
- Ability to sit for extended periods of time
- Manual dexterity to operate a computer and other office equipment
- Occasional lifting of boxes or files weighing up to 20 pounds
- Ability to stand, walk, and climb stairs for extended periods of time
- Ability to operate in varying outdoor climates, including extreme heat, cold, rain, or snow

WORK ENVIRONMENT:

Agricultural and Timber Appraisers may work both indoors and outdoors depending on the assignment. This role requires working in various weather conditions and environments. This means being equipped with appropriate clothing, footwear, and gear to ensure their safety, comfort, and ability to perform their job duties effectively. Field Appraisers may need to interact with property owners, real estate agents, and other stakeholders during inspections.

DISCLAIMER

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, MCAD reserves the right to revise the functions and duties of the positions or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, staff shortages, workload changes, or technological developments).

EEO STATEMENT:

Montgomery Central Appraisal District is an equal opportunity employer and as such, openly support and fully commit to recruitment, selection, placement, promotion, and compensation of individuals without regard to race, color, religion, age, sex (including pregnancy, gender identity, and sexual orientation), genetic information, national origin, disability status, protected veteran status or any other characteristic protected by federal, state, or local laws.

Employment is contingent upon a post-offer criminal background check.

APPROVED FOR POSTING BY:

A handwritten signature in black ink, appearing to read "S. Hunter", written over a horizontal line.

Chief Appraiser