GRAYSON CENTRAL APPRAISAL DISTRICT

Job Description: Residential Land Appraiser

Position Title:	Residential Land Appraiser
Department:	Residential Appraisal Division
Reports To:	Director of Residential Appraisal
Regulatory Oversight:	Texas Department of Licensing and Regulation (TDLR)
Posted 10/21/2026	Open until filled

Position Summary

The Residential Land Appraiser is responsible for discovering, inspecting, gathering characteristic data for, and appraising all residential vacant lots, residential acreage, and rural land tracts within the District's jurisdiction for ad valorem tax purposes. This position applies generally accepted mass appraisal methods, Computer-Assisted Mass Appraisal (CAMA) software, Geographic Information Systems (GIS), and high-resolution aerial photography to establish fair, equal, and uniform market valuations in compliance with Texas Property Tax Code Chapter 23, USPAP Standard 5 (Mass Appraisal), and IAAO technical standards.

Essential Duties and Responsibilities

1. Field Inspection & Land Discovery

- Perform scheduled field inspections and general re-inspections of vacant residential lots, rural acreage, and residential land tracts.
- Utilize GIS mapping, aerial photography (e.g., EagleView), recorded deeds, subdivision plats, and field devices to locate parcels, verify legal boundaries, and identify physical characteristics or land-use changes.
- Conduct specific inspections for newly platted subdivisions, parcel splits, combinations, and permit-driven site developments.

2. Data Collection & Record Maintenance

- Maintain comprehensive property records and electronic CAMA database files for all assigned land parcels.
- Record key land attributes, including frontage, depth, total square footage/acreage, zoning restrictions, street improvements, available utilities (water, sewer, electricity), and specific influence factors (e.g., topography, shape, view, external nuisances).
- Review recorded deeds, title instruments, and plat filings to process ownership updates and boundary edits.

3. Valuation & Mass Appraisal Modeling

- Develop, calibrate, and apply market-grounded land value schedules using the sales comparison approach as the primary valuation method.
- Establish appropriate units of comparison, such as price per square foot, price per front foot, or price per acre (utilizing sliding-scale acreage schedules).
- Apply abstraction and allocation techniques to estimate contributory land values in fully developed subdivisions where vacant land sales are scarce.
- Apply standardized adjustments for site influences (e.g., topography, water or golf course frontage, shape, or access restrictions).

4. Market Analysis & Sales Validation

- Gather, verify, and validate residential land sales data from Multiple Listing Services (MLS), deed records, buyer/seller survey questionnaires, realtors, and brokers.
- Conduct annual neighborhood land ratio studies and statistical evaluations (measuring median, weighted mean, and Coefficient of Dispersion - COD) to ensure level and uniformity of appraisal.

5. Appraisal Review Board (ARB) Defense & Taxpayer Assistance

- Represent the Appraisal District in informal taxpayer conferences and formal Appraisal Review Board (ARB) protest hearings.
- Prepare evidence packets, comparable sales grids, and market analyses to substantiate land valuation determinations.
- Provide clear, professional, and courteous explanations of appraisal procedures and taxpayer remedies to property owners and registered agents.

Minimum Qualifications

- **Education:** High school diploma or equivalent required; Bachelor's degree in Real Estate, Finance, Economics, Business Administration, Agriculture, Geography, or a related field is preferred.
- **State Registration & Certification:** Must be registered (or eligible for immediate registration) as an Appraiser with the Texas Department of Licensing and Regulation (TDLR). Must actively work toward and obtain certification as a Registered Professional Appraiser (RPA) within five (5) years of initial employment. Must complete required continuing education (30 hours biennially, including mandatory ethics, USPAP, and state laws/rules).
- **Experience:** 1–3 years of experience in real estate appraisal, mass appraisal, property tax consulting, land surveying, GIS/mapping, or building construction preferred but not mandatory.

Preferred Knowledge, Skills, and Abilities

Knowledge

- Working knowledge of the Texas Property Tax Code (specifically Chapters 23, 25, and 41), USPAP Standard 5, and IAAO land valuation standards.

- Familiarity with surveying concepts, land legal descriptions (metes & bounds, lot & block), and title conveyances.

Technical Skills

- Proficiency in CAMA software, GIS mapping systems, aerial imagery navigation, MS Office (Excel, Word), and field data entry devices.

Analytical Skills

- Ability to evaluate real estate sales data, calculate market adjustments, and interpret ratio study statistics.

Interpersonal Skills

- Strong verbal and written communication skills for professional interaction with property owners, ARB members, and district staff.

To Apply:

- Interested applicants please submit a resume and cover letter to:

resume@graysonappraisal.org

or

Grayson Central Appraisal District
512 N. Travis St.
Sherman, TX 75090