

Travis Central Appraisal District Financial Disclosure

For Calendar Year ending December 31, 2017

INSTRUCTIONS: When filling out this form typing is optional. Attach pages of this size if additional space is needed on any response and identify each response by the part to which it relates. Whenever you are required to identify an individual or business entity, indicate the corresponding city and state.

INDIVIDUAL REQUIRED TO FILE: Jared Bates
(Full Name)

Address: _____
(City) (State) (Telephone Number - Optional)

LIST ALL SOURCES OF OCCUPATIONAL INCOME

Name and Address of Employer: Travis Central Appraisal District, 8314 Cross Park Dr.

Austin, TX 78754

(City) (State)

Position Held: Business Personal Property Appraiser

Name and Address of Employer: _____

(City) (State)

Position Held: _____

Name and Address of Employer: _____

(City) (State)

Position Held: _____

Nature of Occupation: _____

This Financial Statement must include the financial activity of the person required to file the statement and the financial activity of his spouse and dependent children over which he had actual control for the preceding calendar year. A person's natural child, adopted child, or stepchild is his or her "dependent child" if the person provides over 50 percent of the child's support during the calendar year.

SPOUSE: _____
(Full Name)

ADDRESS: _____
(City) (State)

LIST ALL SOURCES OF OCCUPATIONAL INCOME

Name and Address of Employer: _____

(City) (State)

Position Held: _____

If Self-employed:
Name and address of Business: _____

(City) (State)

Nature of Occupation: _____

DEPENDENT CHILD 1: _____
(Full Name)

ADDRESS: _____
(City) (State)

LIST ALL SOURCES OF OCCUPATIONAL INCOME

Name and Address of Employer: _____

(City) (State)

Position Held: _____

If Self-employed:
Name and address of Business: _____

(City) (State)

Nature of Occupation: _____

DEPENDENT CHILD 2: _____
(Full Name)

ADDRESS: _____
(City) (State)

LIST ALL SOURCES OF OCCUPATIONAL INCOME

Name and Address of Employer: _____

(City) (State)

Position Held: _____

If Self-employed:
Nature of Occupation: _____

DEPENDENT CHILD 3: _____
(Full Name)

ADDRESS: _____
(City) (State)

LIST ALL SOURCES OF OCCUPATIONAL INCOME

Name and Address of Employer: _____

(City) (State)

Position Held: _____

If Self-employed:
Nature of Occupation: _____

PLEASE IDENTIFY FOR EACH OF THE FOLLOWING PARTS WHETHER THE INFORMATION PERTAINS TO THE INDIVIDUAL FILER, SPOUSE, DEPENDENT CHILD 1, DEPENDENT CHILD 2, ETC., UNLESS OTHERWISE NOTED.

Part I. Retainers and/or Contingent Fees

Identify any person, business entity or organization from whom you or a business in which you have substantial Interest* have received a fee as a retainer for future services in case of need (as opposed to a fee for service on a matter specified at the time of contract for the fee). Report only retainer fees in which the amount of work performed does not equal or exceed the value interest. Also, report any present contingent fee agreements. List only those retainers or contingent fees where you may either directly or indirectly represent a property owner of either real or taxable personal property who may appear before the Travis Central Appraisal District.

Source of Fee	Received by
N/A	

* An individual has a "substantial interest" in a business entity if:

- A. the interest is ownership of ten percent (10%) or more of the voting stock or shares or of the fair market value of the entity or ownership of five thousand dollars (\$5,000.00) or more of the fair market value of the entity;
- B. funds received by the individual received from the business entity during either the previous twelve months or the previous calendar year exceeding ten percent (10%) of the individual's gross income during that period; or
- C. the individual is a creditor, debtor, or guarantor of the business entity in an amount of five thousand dollars (\$5,000) or more.

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Part II. Notes

List all notes secured by property held or acquired which is located within the Travis Central Appraisal District.

Description

Held/Acquired by

N/A

PLEASE IDENTIFY FOR EACH OF THE FOLLOWING PARTS WHETHER THE INFORMATION PERTAINS TO THE INDIVIDUAL FILER, SPOUSE, DEPENDENT CHILD 1, DEPENDENT CHILD 2, ETC., UNLESS OTHERWISE NOTED.

Part III. Personal Liabilities

Identify each person or financial institution to which a personal note or notes for a total financial liability in excess of \$5,000 existed at any time during the calendar year.

Source	Money Owed by
	- Myself
	- Myself

PLEASE IDENTIFY FOR EACH OF THE FOLLOWING PARTS WHETHER THE INFORMATION PERTAINS TO THE INDIVIDUAL FILER, SPOUSE, DEPENDENT CHILD 1, DEPENDENT CHILD 2, ETC., UNLESS OTHERWISE NOTED.

Part IV. Ownership Interest

Describe all ownership interests* held or acquired in real property (including your homestead) and in business entities.

REAL PROPERTY HELD OR ACQUIRED:

A description of real property is required to be reported by number of lots or number of acres, as applicable, located within the Travis Central Appraisal District.

Description of Interest	Held/Acquired by
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N/A

BUSINESS ENTITIES HELD OR ACQUIRED:

"Business entity" means a sole proprietorship, partnership, limited partnership, firm, corporation, professional corporation, holding company, joint stock company, receivership, trust, or any other entity recognized by law through which business may be conducted. List only those entities that either own, buy, sell, invest, appraise or represent real property located within the Travis Central Appraisal District, and in which the interest listed is more than 5% of the total such interest.

Description of Interest	Held/Acquired by
-------------------------	------------------

N/A

*An ownership interest may be either legal or equitable title (such as when a creditor takes the legal title as security for repayment of a debt), and includes interests held as legal owner, equitable owner, trustee, beneficiary, joint tenant, community property owner, stock holder, general partner, or limited partner.

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Part V. Gifts

Identify any person, business entity, or other organization that either buys, sells, invests, appraises or represents real property located within the Travis Central Appraisal District which has given gifts of money or property to you, your spouse, or your dependent children, the total value of which exceeds \$250. Describe each gift. Do not include gifts received from persons related within the second degree of consanguinity or affinity.

<u>Source of Gift</u>	<u>Brief description of Gift</u>	<u>Received by</u>
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N/A		
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Part VI. Positions

List all boards of directors of which the person is a member and executive positions which he holds in corporations, firms, partnerships and proprietorships, stating the name of each organization and the position held.

<u>Name of Organization</u>	<u>Position Held</u>	<u>Position Held by</u>
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N/A		
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VERIFICATION

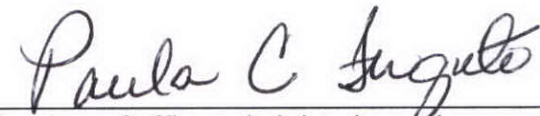
I do solemnly swear that the foregoing Financial Disclosure, filed herewith, is in all things true and correct, and fully shows all information required to be reported by me.



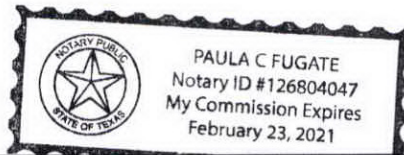
Signature of Affiant

Sworn to and subscribed before me by: Jane Bates

this the 31st day of Jan 2018, to certify
which, witness my hand and seal of office.



Signature of officer administering oath



Print name of officer administering oath

HR Dir

Title of officer administering oath

Travis Central Appraisal District Financial Disclosure

For Calendar Year ending December 31, 2018

INSTRUCTIONS: When filling out this form typing is optional. Attach pages of this size if additional space is needed on any response and identify each response by the part to which it relates. Whenever you are required to identify an individual or business entity, indicate the corresponding city and state.

INDIVIDUAL REQUIRED TO FILE:

Sarah Matthew Bates

Address: _____

(City)

(State)

(Telephone Number - Optional)

LIST ALL SOURCES OF OCCUPATIONAL INCOME

Name and Address of Employer: Travis Central Appraisal District, 8314 Cross Park Dr.

Austin, TX 78754

(City)

(State)

Position Held: Commercial Appraiser

Name and Address of Employer: Self Employed Realtor

Austin, TX 78714

(City)

(State)

Position Held: Sales Agent w/ Team Hendry Realty LLC

Name and Address of Employer: _____

(City)

(State)

Position Held: _____

Nature of Occupation: _____

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(Full Name)

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(City) (State)

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(City) (State)

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Nature of Occupation: _____

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(Full Name)

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(City) (State)

Position Held: _____

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(City) (State)

Nature of Occupation: _____

DEPENDENT CHILD 2: _____
(Full Name)

ADDRESS: _____
(City) (State)

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(City) (State)

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(Full Name)

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	Filer
	Filer

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<hr/>	

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N/A

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<u>Source of Gift</u>	<u>Brief description of Gift</u>	<u>Received by</u>
-----------------------	----------------------------------	--------------------

MA

→ Mom

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<u>Name of Organization</u>	<u>Position Held</u>	<u>Position Held by</u>
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N/A

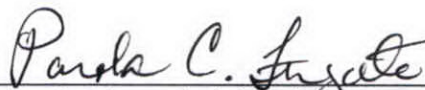
VERIFICATION

I do solemnly swear that the foregoing Financial Disclosure, filed herewith, is in all things true and correct, and fully shows all information required to be reported by me.

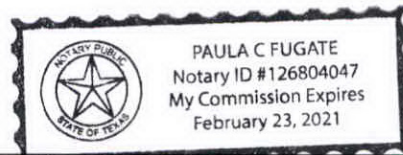


Signature of Affiant

Sworn to and subscribed before me by: Jared Bates
this the 22nd day of Jan 20 19, to certify
which, witness my hand and seal of office.



Signature of officer administering oath



Print name of officer administering oath

NR Dir.

Title of officer administering oath

TCAD Personnel Action Notice

2018 Annual Salary Increase

Bates, Jared

Last Name

First Name

Increase Effective Date: December 21, 2018

Division: Commercial Appraisal

Rate of Pay: **\$2,149.60**

Grade: **8**

Step: **2**

Comments

Merit

Approvals:

Human Resource Director

Paula Argate

Date 1/14/2019

Manager

Date _____

Director

Date _____

Director of Operations

Luan H. Mann

Date 1/18/19

Deputy Chief Appraiser

Date _____

Chief Appraiser

[Signature]

Date 4/19/19

Entered into payroll by: _____

Verified in payroll by: _____

TCAD Personnel Action Notice

August 15, 2018
Notification Date

New Hire Separation Leave of Absence Other ☒ X

Jared Bates

First Name Middle Initial Last Name

Effective Date: August 3, 2018

Division: Commercial Appraisal

Position: Commercial Appraiser

Biweekly Rate: \$2107.20 Grade: 8 Step: 1 Exempt ☒ Non-Exempt ☐

Car Allowance no change

Comments Increase in complexity and scope of work.

Approvals:

Human Resource Director Paula Ingate Date 8/20/2018

Manager _____ Date _____

Director _____ Date _____

Director of Operations Leana H. Mann Date 8/20/18

Deputy Chief Donni Andz Date 8/21/18

Chief Appraiser _____ Date _____

Entered into payroll by: _____

Verified in payroll by: _____

TCAD Personnel Action Notice

February 13, 2018

Notification Date

New Hire

Separation

Leave of Absence

Other ☒

Jared Bates

First Name

Middle Initial

Last Name

Effective Date: February 16, 2018

Division:

Commercial Appraisal

Position:

Appraiser Trainee

Biweekly Rate: \$23.40

Grade: 6

Step: 1

Exempt ☒ Non-Exempt ☐

Car Allowance no change

Comments

Increase in complexity and scope of work.

Approvals:

Human Resource Director

Paula Zugate

Date

3/5/2018

Manager

Date

Director

Date

Deputy Chief of Appraisal

Date

Chief Appraiser

Mary Decker

Date

3/5/18

Finance and Facilities Officer

Date

Entered into payroll by: _____

Verified in payroll by: _____

TCAD Personnel Action Notice

February 13, 2018

Notification Date

New Hire

Separation

Leave of Absence

Other ☒

Jared Bates

First Name

Middle Initial

Last Name

Effective Date: February 9, 2018

mid-pay period

Division:

Commercial Appraisal

Position:

Appraiser

(Trainee - decision to move to grade 6 rather than 5)

Hourly Rate: \$21.97

Grade: 5

Step: 4

Exempt ☐

Non-Exempt ☒

Car Allowance *no change*

Comments

Increase in complexity and scope of work.

Approvals:

Human Resource Director

Paula Zugate

Date

2/13/2018

Manager

Date

Director

Date

Deputy Chief of Appraisal

Date

Chief Appraiser

Mary D. [Signature]

Date

2/13/18

Finance and Facilities Officer

Keara H. Mann

Date

2/20/18

Entered into payroll by: _____

Verified in payroll by: _____

TCAD Personnel Action Notice

2017 Annual Salary Review

Bates, Jared

Last Name

First Name

Increase Effective Date: December 22, 2017

Division: Commercial Appraisal

Position: BPP Appraiser

Hourly Rate: _____ Grade: _____ Step: _____

Lump sum merit 12/15/2017: \$2,152.80

Lump sum top of range paid 01/12/2018: _____

Comments _____

Approvals:

Human Resource Director Paula Zugate Date FEB 15 2018

Manager _____ Date _____

Director _____ Date _____

Deputy Chief of Appraisal _____ Date _____

Chief Appraiser [Signature] Date FEB 20 2018

Finance and Facilities Officer Luan H. Mann Date FEB 20 2018

Entered into payroll by: _____

Verified in payroll by: _____

TCAD Personnel Action Notice

2016 Annual Increase

Bates, Jared

Last Name

First Name

Increase Effective Date: December 23, 2016

Division: Commercial Appraisal

2017 Rate: \$20.70

Grade: 5

Step: 1

Total Percent of Increase: 4.0%

Adjustment: 4.0%

Lump Sum paid 12/16/2016: \$2,152.80

Lump sum top of range paid 01/13/2017:

Comments

Meets/Adjustment to Grade

Approvals:

Human Resource Director

Paula Sugate

Date

2/9/2017

Manager

Date

Director

Date

Deputy Chief of Appraisal

Date

Chief Appraiser

Mary D. High

Date

2/23/17

Finance and Facilities Officer

Keanah Mann

Date

3/2/17

Entered into payroll by: _____

Verified in payroll by: _____

TCAD Personnel Action Notice

September 28, 2015

Notification Date

New Hire x Separation Leave of Absence Other Transfer

Jared Bates

First Name

Middle Initial

Last Name

Effective Date: October 12, 2015

Division: Personal Property

Position: Appraiser

Biweekly Rate: \$1,592.000 Grade: 5 Step: 1 Exempt ☒ Non Exempt ☐

Car Allowance \$6,600.00 annually

Comments

Approvals:

Human Resource Director Paula Argente Date 9/28/2015

Manager _____ Date _____

Director Donna Hinds of Date 2/12/16

Deputy Chief of Appraisal W. S. ... Date 2/11/16

Chief Appraiser _____ Date _____

Finance and Facilities Officer Heather H. Mann Date 02/10/16

Entered into payroll by: _____

Verified in payroll by: _____

TCAD Internal Employment Application

Print Name: Jared Bates Signature: [Signature] Date: 4/10/17
Posted Position: Commercial Appraiser Current Position: BPP Appraiser

1. Why are you applying for the position?

See Attached for responses

2. How is your experience applicable to the position for which you are applying?

3. Name the three mission critical tasks for appraisal districts:

TCAD Internal Employment Application

Print Name: Jared Bates Signature: [Signature] Date: 4/10/17
Posted Position: Commercial Appraiser Current Position: BPP Appraiser

4. Answer the following questions:

Yes / No

- ☒ ☐ I have been employed with the district more than 90 days.
☐ ☒ I have a bachelor's degree from an accredited college or university in Real Estate, Appraisal, or Statistics.

If the answer above is no, how does your work experience qualify you for the position?

Bachelor's in Finance - see Question 2

- ☒ ☐ I have a technical knowledge of advanced real property valuation techniques.
☒ ☐ I am currently registered with Texas Department of Licensing and Regulation as an RPA or I am eligible to do so.
☒ ☐ I have experience in mass appraisal, fee appraisal and/or experience in real estate sales, leasing, property management, construction, development, mortgage lending or building inspection.
☒ ☐ I have knowledge of factors, techniques, methods, and principles involved in the appraisal of residential property including pertinent principles and guidelines set forth in Texas Property Tax Code and Uniform Standards of Professional Appraisal Practice.
☒ ☐ I have the ability to read, analyze, and interpret closing statements, surveys, title insurance, or other documents as well as the ability to respond effectively to inquiries or complaints orally and in writing.
☒ ☐ I have the ability to read, analyze, and interpret operating statements.
☒ ☐ I have the ability to read, analyze, and interpret rent rolls.
☒ ☐ I have the ability to read, analyze, and interpret income and expense statements.
☒ ☐ I am proficient in the use of Microsoft Office software.
☒ ☐ I am proficient in advanced mathematics and analysis.
☒ ☐ I am able to work in the office Monday – Friday 7:45 am to 4:45 pm with additional hours as needed including weekends.
☒ ☐ I am able to conduct field work in any assigned area of Travis County.
☒ ☐ I am able to work in a stressful, demanding environment and meet deadlines.

TCAD Internal Employment Application

Print Name: Jared Bates Signature: [Signature] Date: 4/10/17
Posted Position: Commercial Appraiser Current Position: BPP Appraiser

5. What challenges do you expect in executing the duties of the position and how would you resolve or meet those challenges?

6. Summarize what makes you the best candidate for the position?



Commercial Appraiser Application Responses

1) Why are you applying for this position?

I truly want to serve TCAD in a greater capacity and help take on the many challenging territories of commercial valuation. I admire and am drawn towards the unique challenges our commercial department faces: the intricate collection, interpretation and modeling of market data required for the income approach (especially as it relates to local and national economic financial forces on an investment), coupled with consistently fast-paced protest, arbitration and field seasons.

2) How is your experience applicable to the position for which you are applying?

My time spent studying for a bachelor's degree in finance has provided me with a depth of knowledge, comfortability and passion for anything related to present & future values/cash-flows & income statements/yields/etc. It wasn't until after I started working here as an appraiser that I realized income producing real property appraisal shared almost the exact same fundamentals of valuation as other financial instruments (e.g. stocks or bonds with a fixed stream of income proportionate to the relative risk of the note). I also feel I've taken advantage of every opportunity in BPP to absorb as much information on the inner workings of our system as well as the "big picture" scale of our duties as a district.

3) Name three mission critical tasks for appraisal districts:

I personally believe an appraisal district's three greatest responsibilities are to preserve integrity, maintain impartiality and remain informed. It is a very unique task to be called by the law to discover, appraise and certify a market value on a property all while serving taxpayers and taxing entities by giving them due process.

5) What challenges do you expect in executing the duties of the position and how would you resolve or meet those challenges?

The challenges I would most look forward to as a commercial appraiser would be the need to stay up to date on a constantly changing investment environment and participate in a more rigorous protest season. I'd respond to those challenges by taking training seriously. I would be learning from eight experts; each one may have a different method or workflow but

all of whom perform for the team. By taking training seriously and having an appetite for the subject matter I believe I would find my place in that team very quickly.

6) Summarize what makes you the best candidate for the position?

I'm motivated for this commercial appraiser position by equal parts passion for the chance to use a finance-based view to appraise real property and the opportunity to serve TCAD and the commercial team in a greater capacity. The depth of knowledge required for income driven valuation is something I truly believe I have a very good start on. And every bit extra I will be more than eager to learn. I'd truly feel honored to pursue that passion and knowledge through a career here as a commercial appraiser. Thank you for any and all consideration given me.

CERTIFICATE *of* COURSE COMPLETION

Public Information Act

I, **Jared Bates**, certify that I have
completed a course of training on the Texas Public Information Act that satisfies the
legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 14th day of October, 2015.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 15-205928P



Travis Central Appraisal District Equipment Receipt and Agreement

Last Name: Jared First Name: Bates Dept: BPP

I acknowledge receipt of the Following Equipment:

TCAD Asset Tag #	Model#	Description	Serial #	Disposition	Police Report Number	TCAD Reimbursement Verification
533951	MH2M2LL/A	iPad Air2 Wi-Fi Cellular, 64 GB, Black	DMPQQ1GAG5YL			

I understand that I am responsible for the equipment listed above, and that the equipment, the case, the battery charger and any other accessories are issued with the understanding that they will be used only in the conduct of the business of TCAD. I agree not to use, or allow others to use any assigned equipment for any purpose other than that directed by TCAD. I also agree to safeguard the equipment and not leave it unattended. I will promptly report any stolen equipment to TCAD and the police. I will submit my own written account of the circumstances surrounding the theft as well as the police report number to TCAD. TCAD may determine the circumstances surrounding the loss are such that a reduced replacement fee totaling 50% of the market value of the equipment for the first occurrence of any such theft may apply. Upon the occurrence of a second theft, TCAD may determine that the circumstances surrounding the loss are such that a full replacement fee will apply, totaling 100% of the market value of the equipment. ***I understand that my failure to provide a police report number or any written report to TCAD within 15 days of the theft, or my disregard for TCAD's policies regarding safeguarding the equipment will subject me to paying the full replacement cost of the equipment. Loss of equipment and/or accessories for any reason other than theft will subject me to paying the full replacement cost at the current market value.***

Lost, Damaged or Stolen iPad

- If the iPad is lost, stolen, or damaged, the Department Manager and /or IT Director must be notified immediately.
- Staff will be responsible for the replacement cost for iPad that is Lost, Damaged or Stolen.
- iPads that are believed to be stolen can be tracked through security software.

I understand that if the equipment and accessories are damaged or are not in working condition, I will notify my immediate supervisor, immediately, so the equipment can be repaired or replaced. In the event of damage due to negligence or misuse, I agree to pay any repair or replacement costs necessary to repair or replace the equipment and/or accessories.

I understand that while the equipment and accessories are in TCAD offices they must be stored as directed. Theft of improperly stored equipment and/or accessories will be subject to the same financial penalties outlined in the first paragraph.

I hereby instruct and authorize TCAD to deduct from my biweekly paycheck any amount necessary to meet the obligations stated in this agreement. I also agree to pay to the TCAD any funds due, but not collected via payroll deduction.

I understand that should I loan the assigned equipment to another employee, I am still responsible for damage, loss or theft to the equipment.

I agree to return all equipment to TCAD at termination of employment, or at any time as instructed by TCAD. All returned equipment must be in good working order and all serial numbers must match those issued.

Users Responsibilities

- Users must not remove protective covers/cases for their iPad.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc.) on top of the iPad.
- Personal charging devices are prohibited. TCAD power and charging devices will be provided and are the only authorized charging devices to be used.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.

- Do not subject the iPad to extreme heat or cold.
- Do not store or leave unattended in vehicles.
- Users may not photograph any other person, without that persons' consent.

The iPad is subject to routine monitoring by Travis Central Appraisal District Information Technology Department. Devices must be surrendered immediately upon request by any member of IT staff or management.

Users in breach of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, confiscation, fine, removal of content or referral to external agencies in the event of illegal activity.

Travis Appraisal District is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.

Prohibited Uses (not exclusive):

- Accessing Inappropriate Materials – All material on the iPad must adhere to the Travis Appraisal District Acceptable Use Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Illegal Activities – Use of the District's internet/e-mail accounts for financial or commercial gain or for any illegal activity is prohibited.
- Violating Copyrights – Users are not allowed to have music and install apps on their iPad which would violate copyright laws.
- Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Images of other people may only be made with the permission of those in the photograph. Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the District.
- Misuse of Passwords, Codes or other Unauthorized Access: Users are required to set a passcode on their iPad to prevent other users from misusing it.
- Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.
- Malicious Use/Vandalism – Any attempt to destroy hardware, software, or data will be subject to disciplinary action.
- Defacing the iPad including the asset tag in any way is prohibited.
- Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.
- Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.
- iPads should not be plugged into or synced with personal (home) computers. Any data contained on TCAD iPads could be subject to Open Records requests. TCAD iPads are to be used for business purposes only.
- Travis Appraisal District reserves the right to immediately confiscate and search an iPad to ensure compliance with the Acceptable Use Policy.

Agreed to and signed this 24 day of August, 2017.


Employee Signature

Issued By: Tawnya L. Blaylock

Name & Title: Jared Bates BPP Appraiser



iPad Acceptable Use Policy Jared Bates

iPad Acceptable Use Policy for Travis Central Appraisal District

The policies, procedures and information within this document applies to all iPad devices used by Travis Central Appraisal District staff.

Users Responsibilities

- Users must not remove protective covers/cases for their iPad.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc.) on top of the iPad.
- Personal charging devices are prohibited. TCAD power and charging devices will be provided and are the only authorized charging devices to be used.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- Do not subject the iPad to extreme heat or cold.
- Do not store or leave unattended in vehicles.
- Users may not photograph any other person, without that persons' consent.

The iPad is subject to routine monitoring by Travis Central Appraisal District Information Technology Department. Devices must be surrendered immediately upon request by any member of IT staff or management.

Users in breach of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, confiscation, fine, removal of content or referral to external agencies in the event of illegal activity.

Travis Appraisal District is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.

Additional Responsibilities for District Staff

- If an iPad is left at home or is not charged, the user remains responsible for completing all work as if they had use of their iPad.
- Malfunctions or technical issues are not acceptable excuses for failing to complete work, unless there is no other means of completion.
- Staff must not use their iPad in moving vehicles.
- Staff in breach of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, confiscation, fine, removal of content or referral to external agencies in the event of illegal activity.
- In the event of any disciplinary action, the completion of all work remains the responsibility of the staff.

Safeguarding and Maintaining as a Business Tool

- iPad batteries are required to be charged and be ready to use at work or in the field. Repeated offenses will require iPads to be checked-in and checked-out on a daily basis.
- Syncing the iPads will be maintained by the IT department.
- Items deleted from the iPad cannot be recovered.
- Memory space is limited. Business content takes precedence over personal files and apps.
- The whereabouts of the iPad should be known at all times.
- It is a user's responsibility to keep their iPad safe and secure.
- iPads belonging to other users are not to be tampered within any manner.
- If an iPad is found unattended, it should be given to the nearest member of IT staff.

Lost, Damaged or Stolen iPad

- If the iPad is lost, stolen, or damaged, the Department Manager and /or IT Manager must be notified immediately.
- Staff will be responsible for the replacement cost for iPad that is Lost, Damaged or Stolen.
- iPads that are believed to be stolen can be tracked through security software.

Prohibited Uses (not exclusive):

- Accessing Inappropriate Materials – All material on the iPad must adhere to the Travis Appraisal District Acceptable Use Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Illegal Activities – Use of the District's internet/e-mail accounts for financial or commercial gain or for any illegal activity is prohibited.
- Violating Copyrights – Users are not allowed to have music and install apps on their iPad which would violate copyright laws.
- Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Images of other people may only be made with the permission of those in the photograph. Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the District.
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- Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.
- iPads should not be plugged into or synced with personal (home) computers. Any data contained on TCAD iPads could be subject to Open Records requests. TCAD iPads are to be used for business purposes only.
- Travis Appraisal District reserves the right to immediately confiscate and search an iPad to ensure compliance with this Acceptable Use Policy.

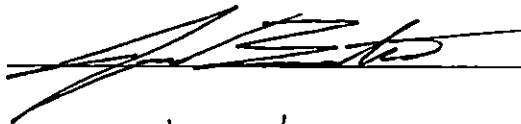
Staff must read and sign below:

I have read, understand and agree to abide by the terms of the iPad Acceptable Use Policy.

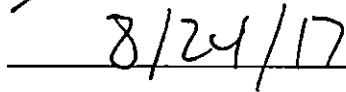
Name: **Jared Bates** Serial Number #: **DMPQQ1GAG5YL**

TCAD Asset #: **533951**

Signature: _____



Date: _____



Staff Pledge for iPad Use

I will take good care of my iPad.
 I will never leave the iPad unattended.
 I will never lend my iPad to others.
 I will know where my iPad is at all times.
 I will charge my iPad's battery every night
 I will keep food and drinks away from my iPad since they may cause damage to the device.
 I will not disassemble any part of my iPad or attempt any repairs.
 I will protect my iPad by only carrying it whilst it is in a case.
 I will use my iPad in ways that are appropriate.
 I understand that my iPad is subject to inspection at any time without notice.
 I will only photograph people with their permission.
 I will only use the camera or the microphone when conducting business use.
 I will never share any images or movies of people in a public space on the Internet,
 I agree to abide by the statements of this iPad acceptable use policy

Travis Central Appraisal District Personnel Policy Manual Acknowledgement

I Jared Bates have read and understand the Personnel Policy
(please print)
Manual for the Travis Central Appraisal District, approved by the Travis Central Appraisal
District Board of Directors on August 29, 2016 to be effective January 1, 2017.

Jared Bates 3/10/17
Employee Signature Date

User Agreement

Account users fully understand that violation of any of the policies set forth may lead to disciplinary actions up to and including immediate termination. If you believe that material has been uploaded, posted, transmitted or otherwise made available on or via the TCAD network infrastructure in a manner that was not authorized by you, the user, notify and provide the violation information to your supervisor and TCAD DP staff.

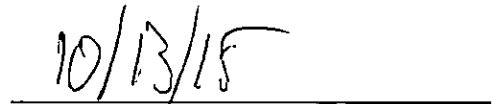
IMPORTANT - READ CAREFULLY

This Network Services Policy is a legal agreement between you (an individual or account user) and TCAD for the TCAD network infrastructure identified above, which includes but is not limited to, all facilities, computing resources, software, hardware, peripheral equipment, network resources, printed material, Aonline@ or electronic documentation, data stored electronically on hard drives, floppy disks, CD ROMs and other storage media.

I agree to be bound by the terms of TCAD's Network Services Policy Manual



Full signature



Date

Travis Central Appraisal District
IT Department - Administrators
Tawnya Blaylock
Carlos Ortiz
Amie Herrera

TRAVIS CENTRAL APPRAISAL DISTRICT

Employee 90-Day Performance Review

EMPLOYEE INFORMATION

Name	Jared Bates	Date	February 17, 2016
Job Title	Personal Property Appraiser	Division	Business Personal Property
Reviewer	Zena Miguez	Review Period	October 13, 2015 – January 11, 2016

Employee Signature

Date

RATINGS

	5 = Excellent	4 = Exceeds	3 = Satisfactory	2 = Inconsistent	1 = Unacceptable
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Work Quantity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Jared has completed 3,372 field cards during his 90 day review period. He exceeds expectation for a new employee in the quantity of work flow he has completed.				
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					

EVALUATION

The quality of his work is very good with attention to detail for a new employee. He takes pride in his work. He is very dependable and takes a "can do attitude".

EMPLOYEE COMMENTS

VERIFICATION OF REVIEW

Signature: 	Date: 2/17/16
Employee	
Manager: 	2/17/16
Director: 	2/19/16
Human Resource Director: 	2/26/2016
Chief Appraiser:	

Appraisal Employment Questionnaire

Employee Name: Jared Bates

Signature: 

Interviewer Name: Paula Fugate

Signature: Jared Bates

Position: Personal Property Appraiser

Hire Date: 10/13/2015

Interview Date: 11/02/2015

Please answer the following questions:

Yes No

☒ ☐ Was the information you received in the interview regarding the position accurate?

☒ ☐ Were the questions you were asked during the interview appropriate?

☒ ☐ Was the interview conducted professionally?

☒ ☐ Did you have an opportunity to ask questions?

☒ ☐ Were questions you asked answered satisfactorily?

Do you have suggestions for improving the interview process?

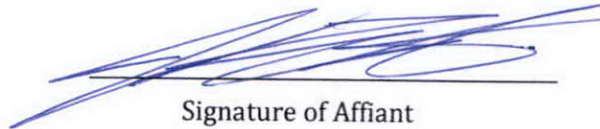
No

F. FALSIFICATION OF GOVERNMENT RECORDS AN OFFENSE

Knowingly falsifying any information required to be filed under this policy is an offense under Tex. Penal code Ann. Art. 37.10.

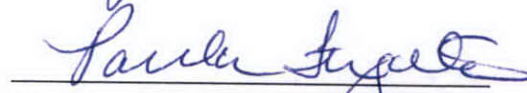
VERIFICATION

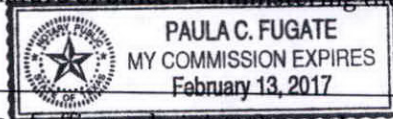
I, of my own free will, agree to abide by this Code of Ethics.


Signature of Affiant

State of Texas
County of Travis


Sworn to and subscribed before me, the undersigned authority, on the 19th day of October 20 15, by Jared Bates.


Signature of officer administering the oath.


Title of officer administering oath

Travis Central Appraisal District Personnel Policy Manual Acknowledgement

I, Sarah Bates have read and understand the Personnel Policy
(please print)
Manual for the Travis Central Appraisal District, approved by the Travis Central Appraisal
District Board of Directors on December 13, 2011 to be effective January 1, 2012

 10/15/15
Employee Signature Date

Records Management Acknowledgement

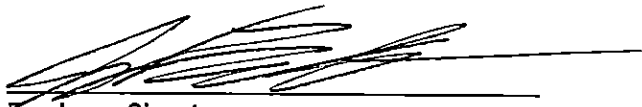
I, Jared Bates, have read the orientation information provided to me by the Travis Central Appraisal District (TCAD) and I have completed the video training at the Texas Office of the Attorney General Website (copy of certificate attached). I understand the information and my role as an employee of the TCAD. I understand that it is my responsibility to adhere to the requirements of the Public Information Act and to ask the Records Management Officer if I have questions.


Employee Signature

10/15/15
Date

Emergency Response Plan Acknowledgement

I, Jared Bates, have read the Emergency Response Plan provided to me by the Travis Central Appraisal District (TCAD) and understand the procedures outlined in the plan. I agree to abide by these procedures. I understand that it is my responsibility to adhere to evacuation directives and to alert management if I observe suspicious activity. I understand that if I have questions I should contact the finance and facilities officer.


Employee Signature

10/15/15
Date

BOARD OFFICERS
RICHARD LAVINE
CHAIRPERSON
KRISTOFFER LANDS
VICE CHAIRPERSON
ED KELLER
SECRETARY/TREASURER



BOARD MEMBERS
TOM BUCKLE
BRUCE ELFANT
SHELLDA GRANT
DENNY HAMILL
ELEANOR POWELL
RICO REYES
BLANCA ZAMORA-GARCIA

DATE: October 8, 2015

TO: TCAD EMPLOYEES

FROM: FINANCE AND FACILITY OFFICER

RE: Security Card and Deduction Authorization

Employee name: Jared Bates Badge number: 17103

Department: Personal Property

As an employee of the Travis Central Appraisal District (TCAD) you have been issued a security card. These are proximity cards, i.e., they do not have to touch the reader, but must be within approximately 2 inches to be read. Your card will work on all three entry doors, according to the schedule you have been assigned. If you have a question about the access schedule you have been assigned, please see your supervisor.

The front door is set to unlock each day at 7:45 a.m. and will lock at 4:45 p.m. Both the back and side doors will remain locked at all times. Any person not having a security card will need to enter through the front doors. There is no card needed to exit the building from any door at any time.

Do not loan your card to anyone. Each card is unique and a log is maintained of the badge numbers used to access the building.

There is no charge for the first card issued. If the card should stop working please return the card and you will be issued a new card at no charge. The cards are expensive and there will be a replacement charge of \$7.00.

PAYROLL DEDUCTION AUTHORIZATION:

- I authorize the Travis Central Appraisal District to deduct \$7.00 from my payroll check for each card replaced.
- I authorize \$7.00 to be deducted from my final check if I do not return my card prior to the processing of payroll check.

Signature: _____

Date: 10/13/15

EMPLOYEE ACKNOWLEDGMENT OF THE ALLIANCE DIRECT CONTRACTING PROGRAM

I have received information that tells me how to get health care under my employer's workers' compensation coverage. If I am hurt on the job and live in a service area described in this information, I understand that:

1. I must choose a treating doctor from the Alliance list of doctors designated as treating doctors.
2. I must go to my treating doctor for all health care for my injury. If I need a specialist, my treating doctor will refer me. If I need emergency care, I may go to any licensed medical professional within the United States.
3. Even though my treating doctor should refer me to a specialist of providers contracted with the Alliance, I understand that I need to verify that the referral doctor is a member of the Alliance provider panel.
4. The Texas Association of School Boards Risk Management Fund will pay the treating doctor and other Alliance providers for all health care related to my compensable injury.
5. I may have to pay the bill if I receive health care from a provider other than an Alliance provider without prior approval from the Fund.
6. Making a false or fraudulent workers' compensation claim is a crime that may result in fines and or imprisonment.
7. If I want to change doctors after my first choice, I can only choose from the Alliance list of providers. A third choice requires approval from my adjuster.

Signature

10/15/15
Date

Jared Bates
Printed Name

Name of Employer: Travis Central Appraisal District

Name of Direct Contracting Program: **Political Subdivision Workers' Compensation Alliance (the Alliance)**

Direct contracting service areas are subject to change. To locate a treating doctor within your area, visit the PSWCA web site at www.pswca.org or call your adjuster at 800-482-7276.

TCAD employees are provided coverage for work related injuries through the Texas Municipal League Intergovernmental Risk Pool. The policy number of the plan is 2965.

TEXAS GOVERNMENT CODE SECTION 552.024
PUBLIC ACCESS OPTION FORM

(Note: This form should be completed and signed by the employee no later than the 14th day after the date the employee begins employment, the public official is elected or appointed, or a former employee or official ends employment or service.)

Jared Bates

Print Name

The Public Information Act allows employees, public officials and former employees and officials to elect whether to keep certain information about them confidential. Unless you choose to keep it confidential, the following information about you may be subject to public release if requested under the Texas Public Information Act. Therefore, please indicate whether you wish to allow public release of the following information.

	Public Access	
	No	Yes
Home Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Home Telephone Number/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Social Security Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Contact Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Information that reveals whether you have family members	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Signature]
Signature

10/15/15
Date



**Travis Central Appraisal District
Employment Application**

An Equal Opportunity, Reasonable
Accommodation Employer

Human Resources Department
P.O. Box 149012
Austin, Texas 78714-9012

Office at
8314 Cross Park Drive
Austin, Texas 78754
(512) 834-9317
www.traviscad.org

This application must be fully completed. Resumes may be accepted for whatever additional information they contain, but not in place of a completed application.

Name Bates Sarah Matthew Date 7/14/15
(Last) (First) (Middle)

Address _____

Telephone _____ Email address _____

Would you accept Part Time Employment? ☐ Yes ☒ No Temporary Employment? ☐ Yes ☒ No

Position Applied For Entry Level Personal Property / Residential Appraiser Job Order No. _____

PREVIOUS EMPLOYMENT: List all employment experience. Begin with your present or last position and work back. Provide sufficient qualifying experience data. Please explain all periods of unemployment exceeding 90 days. Please indicate the number of hours per week for Part time positions held.

Under what other names have you been employed? _____

May we contact: Your Present employer? ☐ Yes ☒ No Your former employer (s)? ☒ Yes ☐ No

From 6 / 2015 To 7 / 2015 Job Title Mortgage Credit Analyst Salary \$28,000
(Month) (Year) (Month) (Year)
Employer IBC First Equity Address 8998 Research Blvd, Austin, TX 78758
Description of Work Audited submissions, underwriting; closing departments during the 2nd lien loan process. Gained experience in Excel, Access as well as regulatory upkeep.
Reason for Leaving Currently employed; looking for more challenges
Name of Supervisor & Phone Number Lisa Connors (512) 346-8897

From 6 / 2008 To 8 / 2014 Job Title Assistant Event Supervisor Salary \$28,000
(Month) (Year) (Month) (Year)
Employer Schupan Recycling Address 2619 Miller Rd, Kalamazoo, MI 49001
Description of Work Helped supervise groups at small and large scale events across the state of Michigan; customer relations; sales experience while promoting "going green" activities.
Reason for Leaving Resigned to finish bachelor's degree
Name of Supervisor & Phone Number Roger Cargill (517) 881-9152

From 4 / 2009 To 5 / 2010 Job Title Event Promoter Salary \$10/hr
(Month) (Year) (Month) (Year)
Employer Arthritis Foundation of Michigan Address 3737 Lake Taylor #217, Grand Rapids, MI 49508
Description of Work Talked face to face with hundreds of local businesses to recruit their help in promoting upcoming charity events.
Reason for Leaving Resigned; started college in Oklahoma
Name of Supervisor & Phone Number Cheryl White

EMPLOYMENT HISTORY (CONT ED)

From _____ To _____ Job Title _____ Salary _____
 (Month) (Year) (Month) (Year)

Employer _____ Address _____

Description of Work _____

Reason for Leaving _____

Name of Supervisor & Phone Number _____

From _____ To _____ Job Title _____ Salary _____
 (Month) (Year) (Month) (Year)

Employer _____ Address _____

Description of Work _____

Reason for Leaving _____

Name of Supervisor & Phone Number _____

From _____ To _____ Job Title _____ Salary _____
 (Month) (Year) (Month) (Year)

Employer _____ Address _____

Description of Work _____

Reason for Leaving _____

Name of Supervisor & Phone Number _____

EDUCATION AND TRAINING: A copy of your high school diploma/GED certificate may be required at time of interview.
 Did you graduate from high school or receive a GED Certificate? ☒ Yes ☐ No

College, University, Trade Business or Correspondence School Completed	Applicants may be required to present proof of graduation	Did you graduate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of School	Specialty or Major	Degree Earned
Oklahoma Christian University	Finance	Bachelors

Current Licenses / Certificates / Registrations (Optional, unless required for the position for which you are now applying)

Driver: _____ Numt _____ Expiration Date _____

Type _____ Number _____ Expiration Date _____

Type _____ Number _____ Expiration Date _____

Languages (Optional, unless required for the position for which you are now applying)

Speak
Read
Write

Equipment or office machines you operate

Copy, Fax, Scan, making labels

Additional experience and /or training you have had which, in your opinion, would qualify you for the position you seek.

Very comfortable manipulating Excel & Access spreadsheets

Are you related to any member of the Board of Directors or any person now employed by the Appraisal District? ☐ Yes ☒ No

(Name)

(Department)

(Relationship)

MILITARY SERVICE:

N/A

Branch of Service: _____ Dates of Service: _____

Are you in the Active Reserve? ☐ Yes ☐ No If yes, what Branch: _____

Have you been convicted of a crime during the past ten years? ☐ Yes ☒ No

If yes, list ALL such offenses and state date, name of Court, and disposition. (You may omit minor violations for which you paid a fine of \$50 or less). A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated along with your qualifications in relation to the job for which you are applying.

(Optional)

Referral Source: ☐ Advertisement

☐ Walk-in

☐ Employee

☐ Employment Agency

☒ Internet/Website

☐ Other

(ie. Business School or College)
Please List

Please Read Carefully

I certify that I have made no willful misrepresentations in this application and I have not withheld information in my statements and answers to questions. I am aware that the information I have given in my application will be investigated, with my full permission, and that any misrepresentations or omissions may cause my application to be rejected, or may cause dismissal if I am hired before such misrepresentations or omissions are discovered. I am also aware that my application is subject to the Government Code Chapter, 552, Public Information.

I understand that Travis Central Appraisal District is an at will employer, which means that employment may be terminated at any time with or without cause. I understand that no representative of the Travis Central Appraisal District has the authority to promise me employment for a specified period of time or to waive Travis Central Appraisal District status as an at will employer.

I understand that this appointment will be at the discretion of the Supervisor concerned, subject to the approval of the Chief Appraiser. I also understand that this application is the property of the Travis Central Appraisal District and will become a part of my personnel file if I am hired.

Federal law prohibits the employment of unauthorized aliens. If hired, all persons will be required to provide documents that prove identity and employment authorization in accordance with the regulations established by law. Failure to submit such proof within the required time shall result in immediate employment termination.

Signature of Applicant: _____

Date: _____

9/14/15

INTERVIEW QUESTIONS

Name: _____

Sarah Bates

1. In your current employment please give a brief answer to the following:

A. What do you like most about your job?

- serving the customer; playing a small role in the mortgage process is rewarding in that I help people get loans at the best rate possible.
- Protecting the bank against unforeseen risks

b. What do you like least?

- often times not challenging enough / repetitive
- I'm willing to put my time in and be tested by fire. But I want to prove the quality of my work over the quantity.

2. Explain how your past jobs have prepared you for this position.

- Exposure to a mix of services; analytics.
- I'm very comfortable talking to others even if we don't see eye to eye. I also enjoy using data, programs, and models to influence an operation or procedure.

3. What past achievements (either personal or professional) have given you the most satisfaction and explain why.

- Southwestern Michigan Ambassadors of Music (2nd choir)
 - Representing the state of Michigan in 16 different countries and 8 different concerts was such an honor and truly eye opening as to how much is out there.
- Business College President & Capstone Course
 - Recognized by the President of the business college at OC as an outstanding student after taking part in a presentation competition.

4. Put the following numbers in Numerical order (Smallest to the Largest):

293045	2	29345
948572	5	293045
678596	4	674938
9372908	8	678596
29345	1	948572
9373908	9	2879087
674938	3	2974906
2879087	6	9372908
10198765	10	9373908
2974906	7	10198765

5. How many feet are in ten (10) yards? 30

6. Order the following fractions from the least to the greatest:

a.	$\frac{3}{4}$	$\frac{7}{8}$	$\frac{1}{4}$	$\frac{1}{2}$	$\frac{3}{8}$	$\frac{1}{4}$	$\frac{3}{8}$	$\frac{1}{2}$	$\frac{7}{8}$
b.	$\frac{3}{5}$	$\frac{27}{45}$	$\frac{9}{15}$	$\frac{12}{20}$	$\frac{3}{5}$	$\frac{27}{45}$	$\frac{9}{15}$	$\frac{12}{20}$	(all equal)

7. How many square feet in an acre? 43560

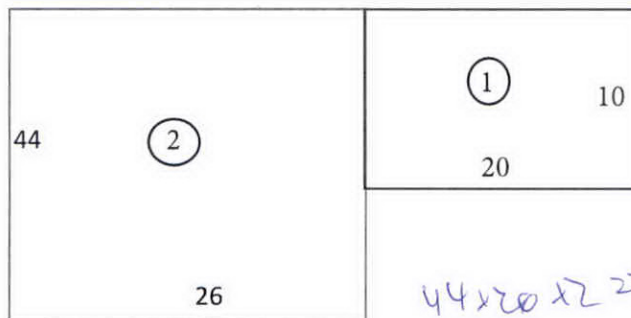
8. Copy the numbers on the left into the blank column on the right:

68953598	68953598
9853504804	9853504804
3408928	3408928
7293048	7293048
8746238	8746238
8403867403	8403867403
9067453178	9067453178
2987650884	2987650884

- ✓ 9. Solve the problem below, showing your work:
 $80/(40 \times 0 + 4)$

$$\frac{80}{(40 \times 0 + 4)} \Rightarrow \frac{80}{6 + 4} \Rightarrow 20$$

- X 10. Calculate the square footage of the structure shown below. The structure is a two (2) story residence and the second (2nd) floor is identical to the first (1st) floor. It also has a first (1st) floor section. Show your work.



2,288

Assuming ① doesn't have 2nd story

$$20 \times 10 = 200$$

+

$$44 \times 26 \times 2 \Rightarrow 10,560$$

$$\rightarrow 10,760$$

11. The mass appraisal process involves the use of basic statistical analysis in valuation modeling. One of these functions is to calculate a relationship, or ratio, of the district's appraised value to the sales prices of properties within a neighborhood. Based on the data given below, complete the following tasks:

- a. Calculate the ratio of appraised value to sales price of each of the properties.

Street Address	Sales Price	Appraised Value	Ratio
123 Blue Ln.	255,000	198,500	0.7784
112 Red St.	237,000	241,100	1.01745
132 Oakdale	263,000	213,000	0.8099
221 Skyview	188,100	225,103	1.1967
312 Pine St	195,000	164,200	0.8415
323 Elm Cv	213,800	212,000	0.9915
332 Green Bv	173,900	181,200	1.0367
459 Chestnut Ave	205,500	202,000	0.9829
213 Clover Dr	219,500	189,500	0.8633

- b. Calculate the median ratio: 0.9829 ✓

- ✓ 12. In the ordered set of numbers below, calculate the mode (the most frequent score in the data set), the median (the middle score for in the data set that has been arranged smallest to largest), and the mean (the sum of all the values in the data set divided by the number of values):

88, 75, 86, 88, 95, 82, 100, 88, 90

- a. Mode: 88
 b. Median: 88
 c. Mean: 88

Paula Fugate

From: Jared Bates
Sent: Monday, September 07, 2015 2:08 PM
To: vrk83-5204978452@job.craigslist.org
Subject: Entry Level Business Personal Property Appraiser
Attachments: Bates, Jared.pdf

September 7, 2015

Dear Hiring Manager,

I am writing in reference to an open Entry Level Appraiser position within your Austin Offices. I have just finished my senior year of college studying finance at Oklahoma Christian University and am interested in finding a position that creates passion. Finance and business strategy are fields that I am very much passionate about; my degree has equipped me with the expertise to pay attention to and understand the small details but my personal and business experiences have taught me how to ask the right questions to positively influence the big picture. Also, my time with IBC First Equity has really given me a healthy amount of exposure to the Austin-area housing market. This experience has also equipped me with an in-depth understanding of how the mortgage process works which I believe would be useful when serving clients as an appraiser.

I hope you find my attached resume and this cover letter reflect my ability to be a successful contributor to your team.

And I am confident that I would be an excellent candidate for consideration for this position and look forward to an opportunity to discuss with you in person. Please feel free to contact me directly by email at

by phone at Thank you for your time and consideration.

Best Regards,

Jared Bates

Original craigslist post:

<http://austin.craigslist.org/acc/5204978452.html>

About craigslist mail:

<http://craigslist.org/about/help/email-relay>

Please flag unwanted messages (spam, scam, other):

<http://craigslist.org/mf/e02131160e51344b2bb349fcb299f2b97488c0b0.1>

Jared M. Bates

Objective

To become a successful contributor to a company that is setting higher standards and goals as a business and part of the community.

Summary of Qualifications

Advanced understanding of financial markets, analyses, and accounting practices, quick learner, detail orientated, punctual, eager to achieve, problem solver, effective communication with leaders, co-workers, and customers, ability to perform mentally and physically laborious work, works well as a leader or under one, ability to view overall picture.

Skills and Accomplishments

- 89th Percentile on the Major Field Test
- Thorough knowledge of financial decision making processes. (Particularly Operations, Banking & Insurance)
- 3.0 GPA within degree program (4.0 scale)
- Fluent in Microsoft Word, Excel, Access, and PowerPoint
- Intermediate understanding of GAAP
- 610 SAT Mathematics

Experience

IBC First Equity – Mortgage Credit Analyst/Auditor - \$30,000/yr

June 2015 to Present

Audited submissions, underwriting and closing departments throughout the 2nd lien loan process using access database and excel spreadsheet manipulation. Learned of the methods and reasoning behind workflow streamlining, credit risk management and regulatory upkeep.

Schupan Beverage Recycling - Assistant Event Supervisor - \$28,000/yr

June 2008 to August 2014

Had an internal view of the processes behind capturing, refining, and selling recycled plastic materials. I also helped supervise groups at small and large scale events across the state of Michigan; gaining customer relations and sales experience while interacting with general public to promote “going green” opportunities.

The Arthritis Foundation – Event Promoter - \$10/hr

April 2009 to May 2010

My contacts and responses steadily increased each promotion period while I talked face-to-face with hundreds of local businesses to recruit their help in promoting upcoming charity events.

Education:

- Oklahoma Christian University
 - Major- Finance (Bachelors)
 - April 2015 Graduate
 - Member of Kappa Sigma Tau Service Club

Community Leadership:

- Sherman Lake Marathon Volunteer
- Kalamazoo Run Club Volunteer
- Mission trip to Mexico
- Leader in numerous recycling bottle drives for community fundraisers

Personal Interests: I've played the alto saxophone for 8 years and am currently learning piano, I read often, and like keeping myself educated on new technologies (particularly computers and music software). I hope to one day complete an MBA program or possibly attain my equity trading licenses.

References Available Upon Request

Supplementary Information

- Salary Expectations: \$35,000 to \$40,000
- Date Available 9/14/15

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- Date Available 9/14/15

TRAVIS CENTRAL APPRAISAL DISTRICT

ANNUAL EMPLOYEE PERFORMANCE EVALUATION			
Name	Jared Bates	Date	12/11/2017
Position	Personal Property Appraiser	Division	Commercial
Reviewer	Lonnie Hendry	Review Period	11-01-2016 thru 10-31-2017
Employee Signature		Date	

RATING SCALE		Exceptional	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
Exceptional – infrequent, far exceeds expectations						
Exceeds Expectations – consistently demonstrates a high level of work performance, regularly exceeds goals						
Meets Expectations – consistently fulfills expectations and may at times exceed expectations						
Needs Improvement – performance does not consistently meet expectations and requires a plan for improvement						
Unsatisfactory – consistently below expectations; requires a performance improvement plan establishing timelines and goals						

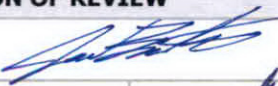
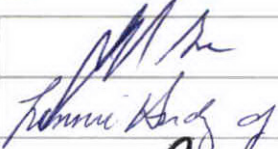
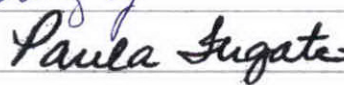
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jared completed 5,044 field checks for 2017.					
Valuation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jared processed 3,540 renditions for 2016 for a total value of \$854,926,981.					
Hearings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jared held 211 informal/formal settlement meetings/hearings in 2017.					
Special Projects	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jared assisted the commercial department with some of the industrial "cost" valued properties. It was his first year assisting the commercial staff but he did a great job.					
Ability to apply job knowledge and skills	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use available tools effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ANNUAL EMPLOYEE PERFORMANCE EVALUATION			
Name	Jared Bates	Date	12/11/2017
Position	Personal Property Appraiser	Division	Commercial
Reviewer	Lonnie Hendry	Review Period	11-01-2016 thru 10-31-2017
Employee Signature		Date	

RATING SCALE		Exceptional	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
Exceptional – infrequent, far exceeds expectations						
Exceeds Expectations – consistently demonstrates a high level of work performance, regularly exceeds goals						
Meets Expectations – consistently fulfills expectations and may at times exceed expectations						
Needs Improvement – performance does not consistently meet expectations and requires a plan for improvement						
Unsatisfactory – consistently below expectations; requires a performance improvement plan establishing timelines and goals						

Attendance & Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows Instructions and Observes Policies & Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL RATING	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GOALS					
Continue to complete the coursework required to attain his RPA.					
Continue to assist the commercial department with "cost" valued properties in 2018.					

EMPLOYEE COMMENTS

VERIFICATION OF REVIEW	
Signature: 	Date 12/12/17
Manager	12/12/17
Director 	12-12-17
Human Resource Director 	DEC 20 2017
Deputy Chief of Appraisal	
Chief Appraiser	

TRAVIS CENTRAL APPRAISAL DISTRICT

ANNUAL EMPLOYEE PERFORMANCE EVALUATION			
Name	Jared Bates	Date	11/16/2018
Position	Commercial Appraiser	Division	Commercial
Reviewer	Lonnie Hendry/Matthew Markert	Review Period	11-01-2017 thru 10-31-2018
Employee Signature		Date	

RATING SCALE	<i>Exceptional</i>	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
Exceptional – infrequent, far exceeds expectations					
Exceeds Expectations – consistently demonstrates a high level of work performance, regularly exceeds goals					
Meets Expectations – consistently fulfills expectations and may at times exceed expectations					
Needs Improvement – performance does not consistently meet expectations and requires a plan for improvement					
Unsatisfactory – consistently below expectations; requires a performance improvement plan establishing timelines and goals					

Field Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valuation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jared took the lead role in analysis and defense of the small office and retail property protests. He worked hundreds of accounts submitted via spreadsheet by agents. Jared gave each account his full attention and formed well thought-out, fair opinions of value. Jared worked full days of off-site formal hearings.					
Special Projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jared is analyzing and researching available data for small "cost" properties with the end goal of developing a market derived income model. He has recreated the TCAD cost equity grid and is working closely with IT and management to develop an automated equity grid which will benefit the entire commercial department.					
Ability to apply job knowledge and skills	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use available tools effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jared has recently obtained his RPA, doing so in the minimum amount of time allowed. Jared has also obtained his real estate license to enhance his overall real estate knowledge and skills.					
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ANNUAL EMPLOYEE PERFORMANCE EVALUATION

Name	Jared Bates	Date	11/16/2018
Position	Commercial Appraiser	Division	Commercial
Reviewer	Lonnie Hendry/Matthew Markert	Review Period	11-01-2017 thru 10-31-2018
Employee Signature		Date	

RATING SCALE**Exceptional** – infrequent, far exceeds expectations**Exceeds Expectations** – consistently demonstrates a high level of work performance, regularly exceeds goals**Meets Expectations** – consistently fulfills expectations and may at times exceed expectations**Needs Improvement** – performance does not consistently meet expectations and requires a plan for improvement**Unsatisfactory** – consistently below expectations; requires a performance improvement plan establishing timelines and goals*Exceptional**Exceeds
Expectations**Meets
Expectations**Needs
Improvement**Unsatisfactory***Attendance & Punctuality**

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Follows Instructions and Observes Policies & Procedures

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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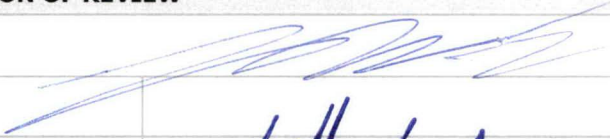


OVERALL RATING

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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GOALS

Develop an income model to be applied to small retail properties.
Expand knowledge, skill and application of the income approach.
Continue IAAO course work in order to earn CAE designation.

EMPLOYEE COMMENTS**VERIFICATION OF REVIEW**

Signature:		Date	11/26/18
Manager			
Director			11-26-18
Human Resource Director			
Deputy Chief of Appraisal			11-26-18
Chief Appraiser			