

# **Chair**

## **Travis County Appraisal Review Board**

### **Job Summary**

- **Oversee Operations of the Appraisal Review Board (ARB) in Compliance with Texas Property Tax Code (TPTC)**
- **Manage Officers and Members of the ARB**
- **Serve as Board Liaison to ARB Attorney/Legal Counsel**
- **Develop Infrastructure for Processes and Procedures, Ensuring Compliance with Texas Property Tax Code, Local Government Code, Texas Public Information Act, Texas Open Meeting Act and Travis Appraisal Review Board Policies and Procedures**

### **Responsibilities and Duties**

**Manage and Direct the Work Assignments of the Secretary and Other Board Officers**

**Appoint Committees as Necessary in Accordance with the ARB Policies and Procedures**

- **Review/Update ARB Policies and Scripts as Necessary or Due to Legislative Changes**
- **Oversee In-House Board Training for New Members and Annual Training Session by the ARB Attorney**

**Prepare Annual Calendar for ARB Training, Hearings and Meetings**

- **Manage Member Registration for Appropriate Section of Comptroller Training**
- **Secures Meeting Location, Prepare Agenda Posting in Accordance with Texas Open Meeting Act, Notify Members**
- **Maintain Minutes from Meetings in Accordance with Open Meetings Act**

**Responsible for Annual Review of all Correspondence from the ARB for Content and Compliance**

**Create Policies, When Necessary**

**Assign and Prepare Work Assignments e.g. Panel Assignments, Committee Assignments, etc.**

**Review Protest Submission for Deadline Compliance under the Texas Property Tax Code**

**Schedule Protest Hearings for Agents and Individual Property Owners to Meet Certification of the Rolls by the Prescribed Date Set in Accordance with the Texas Property Tax Code**

**Respond to Property Owner/Agent Inquiries and Hearing Reschedule Requests**

**Respond to Public Information Requests in Compliance with the Public Information Act**

**Provide Report to Appraisal District Board of Directors for Scheduled Meetings**

## **Qualifications and Skills**

**High Level of Understanding of the Texas Property Tax Code and the Delegation of Authority to Various Entities**

**Ability to Work Independently**

**Leadership and Time Management Skills**

**Detail-oriented with Excellent Organization Skills, the Ability to Handle Multiple Projects**

**Must Demonstrate Excellent Interpersonal Skills, Working Effectively with a Wide Range of Professional Staff and Property Owners**

**Ability to Employ Critical Thinking Skills to Make Sound Judgments and Decisions, as well as Assimilate Information and Draw Appropriate Conclusions**

**Ability to Handle Sensitive and Confidential Material**

**Proficiency Using Software such as Microsoft Windows 10, Word, Access, and Excel. Ability to Acquire Additional Computer Skills**