Taxpayer Liaison | Travis Central Appraisal District

Date: December 2022
Department: Board of Directors
Job Title: Taxpayer Liaison
Salary: N/A- Contract

ESSENTIAL JOB FUNCTIONS

• Communicate and coordinate with Local Administrative Judge as required by the Texas Property Tax Code
• Facilitate communications between the public and the Travis Central Appraisal District.
• Provides information regarding the district’s responsibilities to property owners and the general public, both orally and in writing.
• Provide written and oral activity reports to the TCAD Board of Directors
• Administers the public access functions required by Sections 6.04(d), (e) and (f) of the Property Tax Code
• Resolves disputes involving matters that may not be protested under Section 41.41
• Accomplish tasks as needed and assigned by the Board of Directors or Chief Appraiser
• Serves as the board's liaison to the appraisal review board on issues related to ARB management

QUALIFICATION REQUIREMENTS:

• Possession of a bachelor’s degree from an accredited college or university preferably in Real Estate or Appraisal. Acceptable work experience may be substituted for a college degree.
• Working knowledge of the Texas Property Tax Code, real estate appraisal, the policies and procedures of TCAD and the Travis CAD Appraisal Review Board
• Must demonstrate strong verbal and written communication skills
• Ability to work effectively with others and to work independently
• Must be proficient in using Outlook, Excel and Microsoft Word
• Must be able to learn and become proficient in the use of the Districts CAMA system
• Authorization to work in the US, reliable transportation, valid Texas Driver’s License, proof of liability insurance & verified good driving record.
• Spanish Bilingual a plus

Essential Physical Demands: Requires sitting, walking, standing, bending, kneeling,
reaching and twisting upper body. Must use hands for data entry. Must have the ability to hear and speak. Must have the ability to see and read fine print as well as lift up to 30 pounds.

**Environment Factors:** Indoor activity with frequent exposure to video display computer terminal. Interface with the public. Moderate stress levels are constant with occasional significant stress. Employee must be able to work extended hours and attend board meetings as necessary.