

Chief Appraiser Position at Sterling CAD

Organization: Sterling County Appraisal District

Date Posted: 11/4/2021

City: Sterling City

Location: Texas

The Sterling County Appraisal District of Sterling City, located on US Highway 87, is situated between San Angelo and Big Spring or Midland. Sterling CAD develops the appraisal roll for about 12,500 parcels and is dedicated to the tax payers of Sterling County and the four taxing entities – City of Sterling City, Sterling County, Sterling City ISD, and the Sterling County Underground Water Conservation District.

Sterling CAD employs a Chief Appraiser and a part-time Appraisal Clerk. Sterling CAD contracts with Pritchard & Abbott for Mineral-Industrial-Utility-Personal and Real Estate Appraisal Services. Pritchard & Abbott also provides the software (Paragon) for both the CAD and the Sterling County Tax Assessor/Collector. See the CAD's website at sterlingcad.org for more information.

Both CAD employees pay into Social Security & Medicare and contribute 7% to the Texas County and District Retirement System while the employer (CAD) currently contributes 9.25%.

The **Sterling County Appraisal District** is accepting applications for the position of **Chief Appraiser**. Applicants must possess the Registered Professional Appraiser (RPA) certification. Salary will be contingent upon qualifications and commensurate with experience. The successful applicant will be willing to reside in Sterling County while serving as Chief Appraiser.

Seven key Expectations & Qualifications

- Understand the role of the Chief Appraiser while achieving the Mission Statement and Goals of the Sterling County Appraisal District, contained in the Operating Policies and Procedures of the Sterling CAD.
- Very strong computer skills – understand and be able to use the Paragon software system & Microsoft Word, Excel, and the Internet. You can't do this job without these skills.
- Working knowledge of the Texas Tax Code
- Financial Management – prepare the CAD's annual budget. Pay monthly CAD bills while keeping the check book up-to-date and record in the Quicken program
- Human resources – pay monthly payroll including IRS reporting, quarterly federal tax returns, and process monthly reports to TCDRS – the Chief Appraiser does all of this.
- The Sterling CAD generates a lot of records – you must have strong organization skills.
- Prepare Notices/Agendas and organize for quarterly Board of Directors meetings

Interested applicants should submit **two items**: 1. A **Letter of Interest** addressed to the Sterling CAD BOD, which includes disclosing salary expectations, and 2. A **Resume** including names of references and the phone number. **Mail both** to: Sterling CAD BOD; P.O. Box 28; Sterling City, TX 76951; **Or email** to sterlingcad@verizon.net

Interested applicants may contact the Appraisal District

Sterling CAD is an Equal Opportunity Employer