

## **SPCAD Seeks Applicants for Appraisal Review Board Vacancies**

The San Patricio County Appraisal District is accepting applications from residents interested in service on the Appraisal Review Board beginning in January.

The review board hears property owner protests about appraised value, exemption denials and other appraisal district-related matters. ARB members conduct protest hearings, most of which are during the summer and fall months.

Members of the review board are appointed to serve two-year terms. Service on the review board doesn't constitute a full-time job but, while conducting hearings, members are paid \$100 per day, for each full day of duty, and reimbursed for ARB related mileage.

Review board service is generally a full-day commitment on hearing days during the summer and fall months and may require members to be available to serve all day on a weekend June through September. Weekday hearings are also held at other times of the year. ARB members are not always scheduled every day, but must be available to serve if needed.

Rufino Lozano, the San Patricio County Appraisal District's Chief Appraiser, noted that the most important qualification for any ARB member is an attitude of fairness and willingness to devote sufficient time to the responsibilities. In addition, Texas law contains specific provisions on eligibility.

Candidates for the ARB must be current residents of San Patricio County and must have resided in the county for at least two years. Persons who fall into any of the following categories are ineligible:

Persons who own an interest in property on which delinquent taxes are due, regardless of where in Texas that property may be located, unless the tax is deferred or being paid under an installment agreement.

Individuals who are currently employed by the state comptroller of public accounts, or who are members of the governing body; an officer; or a full- or part-time employee of a county, city, school district, utility district or any other entity supported by local property taxes.

Anyone who personally, or whose spouse personally, has a contract with a local government or an appraisal district. The same restriction applies if the person, or his or her spouse, owns a 10 percent or greater interest in a business that contracts with a local government or appraisal district.

Persons who at any time have appeared before the ARB for compensation as a tax consultant, accountant, appraiser or representative of a property owner.

Anyone who has served on the board for all or part of three previous consecutive two-year terms, and any individual who has ever been employed by SPCAD or has ever served as a member of the district's board of directors.

Applicants aren't considered if they are presently under indictment or have previously been convicted of a felony or a misdemeanor involving moral turpitude.

Application forms are available by contacting the Appraisal District at 361-364-5402 or at our website <http://www.spcad-egov.org/publicnotice.htm>. Applicants selected as finalists may be scheduled for an interview with the Board of Directors. The application deadline is the first Thursday in December.

# San Patricio County Appraisal Review Board Application Processing

Telephone 361-364-5402 Fax 361-364-1198

**Read and answer each question carefully. Your answers will be used to determine your legal eligibility for appointment and qualifications for service on the board.**

### 1. Applicant Information

Name (Last, First, Middle Initial)	Telephone Number ( <i>area code and number</i> )	
	Daytime (    )	Evening (    )
Current Mailing Address ( <i>number, street or P. O. Box</i> )		
Street address if different from above		
City	State	ZIP Code
Social Security Number	Texas Drivers License Number	

### 2. Education and Training

Name of School, City, State	Dates Attended Mo/Yr to Mo/Yr	Major / Minor	Semester Hours Earned	Type of Diploma or Degree Awarded

List any other training, qualities, or attributes you consider relevant, including offices held, awards, honors, professional memberships, licenses, etc.

### 3. Employment History

Present/Most Recent Employer	Position
Address	Dates Employed (From mo/yr to mo/yr)
Supervisor's Name	Supervisor's Title
Number of Employees Supervised Directly                      Indirectly	Reason for Leaving

Summary of Duties

Previous Employer	Position
Address	Dates Employed (From mo/yr to mo/yr)
Supervisor's Name	Supervisor's Title
Number of Employees Supervised Directly                      Indirectly	Reason for Leaving

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Summary of Duties

**4. Eligibility and Conflict of Interest Disclosure**

In order to ensure that ARB members are impartial, the law puts a number of limits on who can serve as ARB members. Your answers to these questions will determine whether you are legally eligible to serve on the ARB. For the purposes of these questions:

- A "local government" is a government entity that levies property taxes, such as a county, city, school district, junior college, hospital district, municipal utility district, or other special district.  
"Appraisal district" refers to the San Patricio County Appraisal District and to any other appraisal district in the State of Texas.
- "Governing body" means the group of officials that oversee a local government, such as a city council, county commissioners' court, school board of trustees, or board of directors.
- "Officer" means holding an elective or appointive office for a local government, such as governing body member, chief executive officer, judge, tax assessor, business manager, superintendent, etc., and includes an election judge, alternate election judge, and election clerk who serve in conducting a general election.
- "Part-time employee" includes a substitute teacher. "Contract" means an agreement of any sort.
- "Substantial interest" means combined ownership by you and your spouse of at least 10% of the voting stock or shares of a business entity, or that you or your spouse is a partner, limited partner, or officer of the business entity.

Check "Yes" or "No". If you are not sure, write "not sure"

1. Do you reside in San Patricio County? 1. Yes  No
2. Have you resided in San Patricio County for at least two years? 2. Yes  No
3. Are you *currently* a member of the governing body or an officer of a local government or an appraisal district? 3. Yes  No
4. Are you *currently* employed, either full or part-time, by a local government or an appraisal district? 4. Yes  No
5. Are you *currently* employed, either full or part-time, by the Texas Comptroller of Public Accounts? 5. Yes  No
6. Are you a *former* employee, chief appraiser, or member of the Board of Directors of the San Patricio County Appraisal District? 6. Yes  No
7. Are you a *former* member of the governing body or officer of a local government served by the San Patricio County Appraisal District, and you left the office within the last four years? (check "No" if you have been out of office more than 4 years). 7. Yes  No
8. Are you *currently* a member of the Appraisal Review Board of another appraisal district? 8. Yes  No
9. Is anyone who is related to you by blood or marriage employed by the San Patricio County Appraisal District? 9. Yes  No   
  - 9a. If "Yes", give name and relationship \_\_\_\_\_
10. Do you have a spouse, parent, child, son-in-law, daughter-in-law, grandparent, grandchild, brother or sister, spouse of a brother or sister, step child, step parent, father-in-law, mother-in-law, or a brother or sister of your spouse who:
  - a. Is a member of the Board of Directors or an officer of the San Patricio County Appraisal District? 10a. Yes  No
  - b. Does business in the San Patricio Appraisal District as a paid property tax consultant? 10b. Yes  No
  - c. Performs appraisals for use in property tax proceedings in the appraisal district? 10c. Yes  No
11. Have you previously served all or part of three terms as a member of the Appraisal Review Board of the San Patricio County Appraisal District? 11. Yes  No
12. Have you previously appeared before the San Patricio County Appraisal Review Board for compensation (i.e., as a tax consultant, accountant, appraiser, or representative of a property owner)? 12. Yes  No
13. Do you or your spouse have a contract with a local government or an appraisal district? 13. Yes  No
14. Does a business in which you or your spouse own a substantial interest have a contract with a local government or an appraisal district? 14. Yes  No
15. Are you presently under a criminal charge or indictment or have previously been convicted of a felony or a misdemeanor involving moral turpitude? 15. Yes  No   
  - 15a. If "Yes", explain: \_\_\_\_\_
16. Are you a U.S. Citizen? 16. Yes  No   
  - 16a. If you answered "No" to Question 16, are you eligible to be employed under a visa or entry permit? 16a. Yes  No

An answer of "No" to questions 1, 2, or 16a or an answer of "Yes" to questions 3-15 indicates that you are not legally eligible to serve on the Appraisal Review Board.



