



# SCAD Seeks Applicants for Appraisal Review Board Vacancies

The Starr Central 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 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 per diem, 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 months and may require members to be available to serve all day on the weekend, May through July. ARB members are not always scheduled every day but must be available to serve if needed.

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 Starr Central 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 the 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.

Any individual who was employed by SCAD to serve on the ARB, an individual must have left or departed from the appraisal district for at least two years before taking office as an ARB member.

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

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 956-487-5613 or at our website <http://www.starrcad.org>. The local administrative district judge will determine applicants selected as finalists as per Property Tax Code Section 6.41 Subchapter D, Chapter 74. The application deadline is the first Thursday in September.

# Starr Central Appraisal Review Board

## Application Processing

Telephone: 956-487-5613 Fax: 956-487-8555

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 (area code and number)

, Daytime:

Evening:

Current Mailing Address (number, street or P. O. Box)

Street address if different from above

City

State

ZIP Code

Social Security Number: \_\_\_\_\_

Texas Driver's License Number: \_\_\_\_\_

### 2. Education and Training

Name of School, City, State	Dates Attended Mo/Year to Mo/Year	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. (you may add additional pages if need more space).

### 3. Employment History

Present/Most Recent Employer:	Position:
Address:	Dates Employed: (From mo/yr to mo/yr)
Supervisors Name:	Supervisors Title:
Number of Employees Supervised: Directly                      Indirectly	Reason for Leaving:
Summary of Duties: _____	
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: _____.	
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: _____.	

## 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 Starr Central Appraisal District and to any other appraisal district in the State of Texas. "Governing body" means the group of officials that oversees a local government, such as a city council, a county commissioners' court, a school board of trustees, or a board of directors.
- "Officer" means holding an elective or appointive office for local government, such as a 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 Starr County?      Yes o No o
2. Have you resided in Starr County for at least two years?      Yes o No o
3. Are you currently a member of the governing body or an officer of a local government or an appraisal district?      Yes o No
4. Are you currently employed, either full or part-time, by a local government or an appraisal district?  
Yes o No o
5. Are you currently employed, either full or part-time, by the Texas Comptroller of Public Accounts?  
Yes o No o
6. Are you a former employee, chief appraiser, or member of the Board of Directors of the Starr Central Appraisal District?  
Yes o No o
7. Are you a former member of the governing body or officer of a local government served by the Starr Central Appraisal District, and you left the office within the last four years? (check "No" if you have been out of the office for more than 4 years)      Yes o No o
8. Are you currently a member of the Appraisal Review Board of another appraisal district?  
Yes o No o
9. Is anyone who is related to you by blood or marriage employed by the Starr Central Appraisal District?  
Yes o No o  
9a. If "yes" give the name and relationship \_\_\_\_\_
10. Do you have a spouse, parent, child, son-in-law, daughter-in-law, grandparent, grandchild, brother or sister, spouse or a brother or sister, stepchild, step-parent, father-in-law, mother-in-law, or brother or sister of your spouse? If so, who?
  - a) Is a member of the Board of Directors or an officer of the Starr Central Appraisal District? Yes o No o
  - b) Does business in the Starr County Appraisal District as a paid property tax consultant? Yes o No o
  - c) Performs appraisal for use in property tax proceedings in the appraisal district?      Yes o No o

11. Have you previously served all or part of three terms as a member of the Appraisal Review Board of the Starr Central Appraisal District? Yes o No o
12. Have you previously appeared before the Starr County Appraisal Review Board for compensation? (i.e., as a tax consultant, accountant, appraiser, or representative of a property owner)? Yes o No o
13. Do you or your spouse have a contract with a local government or an appraisal district? Yes o No o
14. Does a business in which you or your spouse owns a substantial interest have a contract with a local government or an appraisal district? Yes o No o
15. Are you presently under a criminal charge or indictment, or have you previously been convicted of a felony or a misdemeanor involving moral turpitude? Yes o No o  
 15a. If "Yes", explain: \_\_\_\_\_.
16. Are you a U.S. Citizen? Yes o No o  
 16a. If you answered "No" to Question 16, are you eligible to be employed under a visa or entry permit? Yes o No o

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.

### 5. Delinquent Taxes in Texas

In the space below, please render by listing all properties in Texas on which you currently pay property taxes. Include both real property and business personal property. Include community property and property owned by partnerships or sole proprietorships. Please give the appraisal district account number or the location address (and business name, if applicable) of the property, the years for which taxes are owed, and the taxing entities to which the taxes are owed.

17. Are taxes delinquent on any of these properties? ..... 17. Yeso No o
- 18.

Account Number	Location Address	Owner or Business Name	Years for which taxes are owed (if applicable)	Entities to which taxes are owed (if applicable)

### 6. Why Do You Want to Serve?

Briefly state why you should be considered for appointment to the Appraisal Review Board.

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**Starr Central Appraisal Review Board Application Processing**  
**Telephone (956) 487-5613 Fax (956) 487-8555**

Name:	Social Security Number:
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I, \_\_\_\_\_, hereby authorize any investigator or duly accredited representative of the Starr County Appraisal Review Board bearing this release to obtain any information from schools, employers, criminal justice agencies, or individuals relating to my activities. This information may include, but is not limited to, academic, achievement, performance, attendance, personal history, and disciplinary and conviction records. I hereby ask you to release such information upon request of the bearer. I understand that the information released is for official use by the Starr County Appraisal Review Board and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

I hereby release and hold harmless any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

\_\_\_\_\_  
Applicant's Signature \_\_\_\_\_  
Date

**To Be Completed By Employer**

Company Name	Position Held
Employment Dates  From <span style="margin-left: 100px;">To</span>	Eligible for Rehire?  <input type="checkbox"/> Yes <input type="checkbox"/> No

Explanation

Performance Rating	Excellent	Good	Fair	Poor	Comments
Attendance					
Work Habits					
Quality of Work					
Quantity of Work					
Initiative					
Cooperation					
Completed By			Position		Date