

Return Completed Application To:
 Rusk County Appraisal Review Board
 Appointment Application Processing
 PO Box 7
 Henderson, Texas 75653-0007

**APPLICATION FOR MEMBER
 APPOINTMENT TO THE
 RUSK COUNTY APPRAISAL REVIEW BOARD(RCARB)**

Read and answer each question carefully. Your answers will be used to determine your 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()

Cell ()

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

(Primary Residence) Street Address if different from above

E-mail Address

City

State

Zip Code

Social Security Number

Texas Drivers License Number

2. Service Required

Typically ARB hearings begin in July. You will be required to work full days, Monday – Friday depending on days in which hearings are scheduled. Regular ARB meetings as well as supplemental hearings will be held as need during the remainder of the year.

Once appointed, would you be willing to resign your position as an ARB member if you discover that, due to business or other commitments, you would no longer be able to serve the required days during the ARB hearing process?

Yes No If no, please explain _____

3. Education and Training

Name of School, City, State (High school and college)	Dates Attended Mo./Yr. to Mo./Yr.	Major / Minor	Semester Hours Earned	Type of Diploma or Degree Awarded

List any other training, technical skills (i.e. excel, word etc), qualities, or attributes you consider relevant, including offices held, awards, honors, professional memberships, licenses, etc.

Please check the box, if you have any of the following degrees or certifications:

- Law Degree
- Accredited Senior Appraiser by American Society of Appraisers
- MBA
- MAI Appraiser
- Licensed CPA
- Certified Assessment Evaluator designation from IAAO
- Licensed Real Estate Broker
- At least 10 years of property tax appraisal or consulting experience
- Licensed Real Estate Sales Agent

4. Employment History (Past 10 Years)
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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	

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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	

5. 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 governmental 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 Rusk County Appraisal District (RCAD) 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 Rusk County? _____ 1. Yes No
2. Have you resided in Rusk County for at least two years? _____ 2. Yes No
3. Are you currently a member of a 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 or member of the Board of Directors of the RCAD? _____ 6. Yes No
7. Are you a former member of the governing body or officer of a local government served by the RCAD, and you left the office within the last four years? (Check "No" if you have been out of office more than four 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 RCAD? _____ 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, spouse of a grandchild, or 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 or employee of the RCAD? _____ 10a. Yes No
 - b. Does business with the RCAD as a paid property tax consultant? _____ 10b. Yes No
 - c. Performs appraisals for use in the property tax proceedings in the RCAD? _____ 10c. Yes No
 - d. Is currently serving as a member of RCARB? _____ 10d. Yes No
11. **Have you previously served all or part of three terms as a member of RCARB?** _____ **11. Yes No**
12. Have you, in the past two years, appeared before the RCARB for compensation (i.e., tax consultant, accountant, 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 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 RCARB.

6. Delinquent Taxes

In the space below, **you must provide the RCAD account number(s) and location address for all properties** (real, mineral and business personal) you currently own, in whole or part. Include: real property, business personal property and mineral accounts, community property and property owned by partnerships or sole proprietorships, provide the business name, if applicable.

17. Are taxes delinquent on any of these properties? _____ 17. Yes No
 If yes, complete shaded sections below.

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

Attach separate list if additional room is necessary.

7. Why Do You Want To Serve?

Briefly state why you should be considered for appointment to the RCARB.

If appointed by the Administrative Law Judge, would you be willing to serve as : ARB Chairperson? Yes No
 ARB Secretary? Yes No

8. Signature and Affirmation

I have read this application carefully. The information given is true and correct. I understand that omitting or misrepresenting information could result in failure to consider this application. I also understand it is a criminal violation to make a false statement on this application.

I affirm, the information contained in this application and all attachments, if any, is true and accurate, and authorize the RCARB or its representative to verify the statements I have made. I further affirm that, to the best of my knowledge and belief, I am not disqualified by law from accepting an appointment to the RCARB. I am aware and agree, I will be an independent contractor and not an employee of RCAD or RCARB.

Printed Name

Applicant Signature

Date

Selection

Members of the appraisal review board are appointed by the Board of Directors. The Administrative Law Judge will appoint the ARB Chairperson and Secretary.

Terms

Members shall serve two-year, staggered terms. An individual may serve three consecutive terms, then after one year off the ARB may be reappointed and may serve another three consecutive terms.

Compensation

Appraisal Review Board members shall receive a per diem as provided by the annual appraisal district budget.

Duties and Responsibilities

The Appraisal Review Board is responsible by statute for the review of appraisal records and the hearing and determination of taxpayer protests and taxing entity challenges.

The chief appraiser shall delegate appraisal office staff to provide clerical assistance to the Appraisal Review Board.

Upon submission of the appraisal records by the Chief Appraiser, the Appraisal Review Board, as part of its annual review, shall review and certify the values of those properties owned by employees of the district.

The Appraisal Review Board may adopt rules of procedure.

Removal

A member of the Appraisal Review Board may be removed by the District's Board of Directors or by the District Judge. The grounds for dismissal are:

1. a violation of Section 6.412 (TPTC), restrictions on eligibility,
2. a violation of Section 6.413 (TPTC), interest in certain contracts,
3. a violation of Section 41.66(f)(TPTC), ex parte communication between Appraisal District employees, property owners or anyone concerning the subject of a protest before the ARB makes a determination on the protest,
4. a violation of Section 41.66(f)(TPTC), conflicts of interest in a protest before the ARB,
5. non attendance of called meetings.
6. and, evidence of repeated bias or misconduct.