



## **CAREER OPPORTUNITY**

**DATE:** January 25, 2017

**POSITION:** Appraisal Administrator

**LOCATION:** AgTexas Farm Credit Services  
Burleson, TX

**SALARY:** Negotiable, depending upon experience.

### **COMPANY PROFILE:**

AgTexas Farm Credit Services serves approximately 2,500 borrowers in a 43 county trade territory. The association has an average volume of approximately \$1.6 billion. The loan portfolio consists of cotton, peanuts, livestock, dairy, feed grains, real estate and ag-related business loans. The association territory provides diversity in production and mortgage loans as well as commodities financed.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Bachelor's Degree in Business, Accounting, Finance, Agricultural Economics, or a related field or equivalent experience and zero (0) to two (2) years' experience in finance and/or banking in the area of collateral evaluation, real estate evaluation or general office/clerical.

### **JOB PURPOSE AND SCOPE:**

- Locate, identify and map properties.
- Perform various administrative and servicing duties including department operations monitoring and reporting.
- Monitors and maintains records in such programs as Microsoft Access and Outlook for schedules and projects.
- Answers incoming calls to department staff, representing department or association in a professional manner.
- Respond to routine correspondence; sets up and types reports following prescribed formats.
- Research real estate sales data, current improvement cost data, and other resource information required to make accurate evaluations.
- Gather, organize, and communicate with clients/association staff in multiple offices regarding data necessary for the essential functions of the department.

### **WORKING RELATIONSHIPS:**

Frequent interaction with customers, association departmental staff and management. Occasional interaction with association senior management. Frequent interaction with area professionals, including appraisers, real estate agents and others who deal with the association in the normal course of business.

### **Contact Information:**

If you would like to be considered for this position, please submit an application and resume on our website at

[www.agtexas.com](http://www.agtexas.com)

EOE/M/F/D/V