



# Walker County Appraisal District Board of Directors

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Huntsville TX 77340  
Phone: 936-295-0402

P O Box 1798  
Huntsville TX 77342  
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Dear Applicant:

Attached is an application for appointment to the Walker County Appraisal Review Board ("ARB").

The ARB is made up of five (5) residents of Walker County with the purpose of hearing property owner protests that cannot be resolved by the Walker County Appraisal District.

ARB members are paid a per diem of \$150 for each full day they actually serve. As hearings are scheduled, occasionally half-day hearings are necessary and are paid at ½ the regular per diem, or \$75.

It is important that you understand this is a full-time commitment, typically during July and August with occasional hearings reaching into September or later. You must be available for service during this time and willing to serve on Saturdays and /or after business hours if a taxpayer requests an evening or weekend date. You will not have hearings scheduled every day; however ARB members must be available to serve when called. Vacations and other employment commitments are not considered valid reasons for absenteeism.

After the Board receives your application, a background investigation will be conducted. If you are selected for an interview, you will be notified to schedule an appointment.

If you are confident you can meet this demanding schedule, possess the qualifications noted on the next page, and believe you can reach decisions based solely on the evidence before you in each hearing, please return the completed application form to:

WCAD Board of Directors - Chairman  
c/o Walker County Appraisal District  
P.O. Box 1798  
Huntsville, TX 77342

Your interest in this important civic duty is appreciated. If we can provide you with additional information, please call the Walker County Appraisal District to speak with Stacey Poteete, Assistant Chief Appraiser, and CAD staff appointed as secretary to both, the Board of Directors and Appraisal Review Board.

Sincerely,

Wayne Scott  
Walker CAD Board of Director, Chairman

### **ARB Membership Qualifications**

- 1) You must be at least 18 years old, must currently reside in Walker County, and must have resided in Walker County for at least the last two years.
- 2) You cannot be a current or former employee, officer, or member of the board of directors of the Walker County Appraisal District.
- 3) You cannot be a current member of the governing body or an officer or a full or part-time employee of a taxing unit (a local government that levies property taxes) in this state. Taxing units include the counties, school districts, cities, community, and junior college districts that levy property taxes, and special districts that levy property taxes.
- 4) You cannot be a former officer or member of the governing body of a taxing unit served by the Walker County Appraisal District unless your service ended more than four years before the date of your application.
- 5) You cannot be a current employee of the Texas Comptroller of Public Accounts.
- 6) You cannot have ever appeared before the Walker County Appraisal Review Board for compensation.
- 7) Neither you nor your spouse may currently be a party to a contract with this appraisal district or a taxing unit served by the Walker County Appraisal District.
- 8) No business in which you have a substantial interest (defined as ownership by you and/or your spouse of at least 10% of the voting stock or shares of the business entity or service by you or your spouse as a partner, limited partner, or officer of the business entity) may currently be a party to a contract with the Walker County Appraisal District or a taxing unit served by the Walker County Appraisal District.
- 9) You are ineligible if you own property on which delinquent taxes have been owed to any taxing unit in this state for more than 60 days after the date you knew or should have known the taxes were delinquent, unless the taxes are being paid under an installment agreement under Sec. 33.02, Tax Code, or the taxes are deferred or abated under Sec. 33.06 or 33.065, Tax Code.
- 10) You cannot be related within the second degree, by consanguinity or affinity, to (1) a person who does business as a paid property tax consultant in Walker County; or (2) a person who performs appraisals for use in property tax proceedings in Walker County. You cannot be related within the third degree by consanguinity or the second degree by affinity to an officer or member of the board of directors of the Walker County Appraisal District. Relatives within the second degree include your spouse, parent, child, son-in-law, daughter-in-law, grandparent, grandchild, brother or sister, spouse of a brother or sister, stepchild, stepparent, father-in-law, mother-in-law, and the brother or sister of your spouse. Relatives by consanguinity within the third degree also include great-grandparents, great-grandchildren, the brother, or sister of either of your parents, and nieces and nephews.
- 11) You must be of good moral character.



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 purpose 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 Walker 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 Walker County?	Yes	No	
2. Have you resided in Walker County for at least two years?	Yes	No	
3. Are you <i>currently</i> a member of the governing body or an officer of a local government or appraisal district?	Yes	No	
4. Are you <i>currently</i> employed, full or part-time, either by a local government or by an appraisal district?	Yes	No	
5. Are you <i>currently employed</i> , either full or part-time, by the Texas Comptroller of Public Accounts?	Yes	No	
6. Are you a <i>former</i> employee, chief appraiser, or member of the Board of Directors of the Walker County Appraisal District?	Yes	No	
7. Are you a <i>former</i> member of the governing body or officer of a local government served by the Walker 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).	Yes	No	
8. Are you <i>currently</i> a member of the Appraisal Review Board of another appraisal district?	Yes	No	
9. Is anyone who is related to you by blood or marriage employed by the Walker County Appraisal District?	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 Walker County Appraisal District?	Yes	No	
b. Does business in the Walker County Appraisal District as a paid property tax consultant?	Yes	No	
c. Performs appraisals for use in property tax proceedings in the appraisal district?	Yes	No	
11. Have you previously served all or part of three terms as a member of the Appraisal Review Board of the Walker County Appraisal District?	Yes	No	
12. Have you previously appeared before the Walker County Appraisal Review Board for compensation (i.e., as a tax consultant, accountant, appraiser, or representative of a property owner)?	Yes	No	
13. Do you or your spouse have a contract with a local government or an appraisal district?	Yes	No	
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	No	

