

Questionnaire for Appointment Andrews County Appraisal Review Board (ARB)

The Andrews County Appraisal Review Board (ARB) is a citizen board that meets periodically to hear property owner protests that cannot be resolved administratively. ARB members are paid a per diem of \$100.00 per day (\$50.00 for four hours or less) for each day they actually serve.

Please understand that this is a full-time commitment during the summer and possibly fall months. ARB meeting times may vary and could be every Monday to Friday and some Saturdays from May through September, depending on the number of taxpayer protests that require a formal ARB hearing. ARB members must be available to serve when called. Meetings must be posted for at least 72 hours in advance. ARB meetings may occur throughout the year to handle special circumstances that arise.

If interested in serving as an ARB member, please complete and return the following questionnaire to this address on or before January 23, 2012:

Andrews County Appraisal District
Attention: Board of Directors
600 North Main Street
Andrews, Texas 79714-5207

Qualifications and restrictions for serving as an ARB member:

- 1) You must currently reside in Andrews County and must have resided in Andrews County for at least the last two years.
- 2) You cannot be a *current* employee, officer or member of the board of directors of Andrews County Appraisal District.
- 3) You cannot be a *current* member of the governing body or an officer or an employee of a taxing unit (a local government that levies property taxes) in Andrews County. This includes part-time employment.
- 4) You cannot be a current employee of the Texas Comptroller of Public Accounts.
- 5) You cannot serve on the ARB if you have completed all or part of three previous two-year terms for a term that begins on the next January 1 following the third consecutive term. You may, however, be appointed to some future term.
- 6) You cannot have ever appeared before the Andrews County Appraisal Review Board as a tax consultant for compensation. You cannot serve if individuals related to you within the second degree by consanguinity (blood) or affinity (marriage), at any time have appeared before the ARB for compensation as a tax consultant in proceedings under the Tax Code for this 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, step child, step parent, father-in-law, mother-in-law and the brother or sister of your spouse.

- 7) Neither you nor your spouse may currently be a party to a contract with Andrews County Appraisal District or a taxing unit served by this appraisal district.
- 8) You cannot serve if you have a substantial interest (defined as ownership by you and/or your spouse of at least 10 percent 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) that currently is a party to a contract with the Andrews County Appraisal District or a taxing unit served by the Andrews County Appraisal District.
- 9) You cannot serve if you own property on which delinquent taxes have been owed to any taxing unit in Texas 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 must be of good moral character.

If you have any general questions about Andrews County Appraisal District, please contact Chief Appraiser Ron Huckabay at 432-523-9111 or by email at rhuckabay@andrews.esc18.net. The chief appraiser can assist with any general questions or information.

If selected to be an ARB member, state law requires that you complete the Texas Comptroller's training class for new ARB members before you can participate in ARB hearings. More information about the ARB and its procedures are available on the Comptroller's website at <http://www.window.state.tx.us/taxinfo/proptax/arb/index.html>

Please read and answer each question carefully. Your answers will be used to determine your legal eligibility for appointment and qualifications for service on the ARB.

You may attach a resume if you have one.

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: _____

Texas Drivers License or ID Number: _____

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

Employment History

Present or Most Recent Employer: _____

Position: _____

Dates Employed (From mo/yr to mo/yr): _____

Supervisor's Name and Title: _____

Number of Employees Supervised (if any): _____ Directly or Indirectly: _____

Reason for Leaving: _____

Summary of Duties: _____

Education

Name of School: _____

City, State: _____

Dates Attended (Mo/Yr to Mo/Yr): _____

Major / Minor: _____

Degree Earned: Yes or No Type of Diploma or Degree Awarded: _____

Professional Designations Held: _____

Specific Questions:

1. Do you reside in Andrews County? Yes No

2. Have you resided in Andrews County for at least two years? Yes No

3. Are you *currently* a member of the governing body or an officer of this appraisal district or a local taxing unit in this appraisal district? Yes No

4. Are you *currently* employed, either full or part-time, by this appraisal district or by a local taxing unit in this appraisal district? Yes No

5. Are you *currently* employed, either full or part-time, by the Texas Comptroller of Public Accounts? Yes No

6. Are you currently serving as an ARB member of another appraisal district? Yes No

7. Do you or have you appeared before the Andrews County ARB as a paid property tax consultant? Yes No

8. 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 has or did business in the Andrews County Appraisal District as a paid property tax consultant? Yes No

9. Do you or your spouse have a contract with this appraisal district or a local taxing unit in this appraisal district? Yes No

10. Does a business in which you or your spouse owns a substantial interest have a contract with this appraisal district or a local taxing unit in this appraisal district? Yes No

11. Are you presently under a criminal charge or indictment or have previously been convicted of a felony or a misdemeanor involving moral turpitude? Yes No

If "Yes", explain: _____

12. Is anyone who is related to you by blood or marriage employed by the Andrews County Appraisal District? Yes No

If "Yes", give name and relationship _____

13. Have you in the past been a member of a governing body or officer of a taxing unit in Andrews County? Yes No

If "Yes", give taxing unit name and date service ended: _____

14. Have you previously served all or part of three terms as a member of the ARB of the Andrews County Appraisal District? Yes No

If "Yes", what were your years of service? _____

An answer of "No" to questions 1 or 2, or an answer of "Yes" to questions 3-11 indicates that you are not legally eligible to serve on the ARB.

Why Do You Want To Serve?

What key traits do you have that would make you a good ARB member?

Signature and Affirmation

I have read this questionnaire carefully. The information I have given in it is true and correct to the best of my knowledge and belief. I understand that omitting or misrepresenting information could result in failure to be considered for the ARB. I also understand that it is a criminal violation to make a false statement on this application.

I affirm that the information contained in this application and all attachments, if any, is accurate and complete to the best of my knowledge and belief, and authorize the Andrews County Appraisal District Board of Directors 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 Appraisal Review Board for Andrews County.

Signature _____ Date _____

Printed Name: _____