

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Associate Property Appraiser		WORKING TITLE Team Member, Assessment Practices Surveys	
UNIT/DISTRICT/LOCATION County-Assessed Properties Division / Sacramento		POSITION NUMBER 302-5444-XXX	
SEERA DESIGNATION Rank and File	BARGAINING UNIT RO1	WORK WEEK GROUP 2	CERTIFICATES REQUIRED Appraiser for Property Taxes
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED	

Job Requirements

Knowledge of:

- Appraisal principles and standards.
- Property assessment procedures utilized in county assessors' offices.
- California property tax laws, rules and guidelines administered by the Board of Equalization, and related legal opinions and court decisions.

Ability to:

- Apply the above listed knowledge effectively.
- Analyze complex appraisal situations.
- Create and maintain cooperative working relationships.
- Evaluate data and draw sound conclusions.
- Evaluate situations accurately and take effective action.
- Prepare clear, complete and concise reports.
- Communicate effectively.
- Work under pressure and meet deadlines.
- Operate personal computers, calculators, copiers, and video terminal equipment.
- Sit for extended periods of time.
- Travel throughout the State up to 50 percent of the time.
- Work long and irregular hours, both in and out of the office, throughout the State.

Desirable Qualifications

- Flexibility and willingness to adjust to changing assignments and priorities.
- Strong communication skills.
- Proficiency in using a personal computer, including various software packages such as word processing, spreadsheets, and relational database programs for report writing, data analysis, and presentations.

Statement of Position

Under the general direction of a Business Tax Administrator II, the Associate Property Appraiser (Assessment Practices Surveys) serves as a member of a survey team that reviews the assessment practices and procedures of county assessors' offices for compliance with property tax laws and rules. The incumbent focuses on issues involving the taxation of real property. The incumbent also conducts real property review appraisals as part of an assessment-sampling program. Candidate must be able to perform the following essential job functions with or without reasonable accommodations. Required to travel throughout the state up to 50% of the time.

PERCENTAGE OF
TIME SPENT DUTIES

***45%** *Appraisal and Appraisal Review Duties*

Independently appraises, for property tax purposes, a full range of properties, up to and including the more difficult and complex property types, such as pipeline rights-of-way; medium to large residential, agricultural, commercial, and industrial properties; and large multi-use and multi-location agricultural, commercial, and industrial properties. Assists senior appraisers and senior auditor appraisers in appraising the most complex properties.

Participates in conferences with county assessors and their staffs to resolve differences in value and appraisal and assessment procedures.

***45%** *Assessment Practices Survey Duties*

As a member of an assessment practices survey team, investigates and analyzes assessors' operations. Duties include: independently investigating and analyzing assessment practices and procedures in county assessors' offices, reviewing appraisal files, interviewing assessors' staff and other county officials, and writing draft recommendations for improvements in specific aspects of county assessors' programs.

***5%** *Miscellaneous Duties*

Drafts responses to the more technical and complex correspondence, conducts research projects, and occasionally acts as team leader on projects.

5% *As needed perform other job related duties to cover workload.*

*** Denotes essential functions of the job.**

I have read this duty statement and fully understand my assigned duties.

EMPLOYEE'S SIGNATURE

DATE

I have reviewed these duties with the above named employee.

SUPERVISOR'S SIGNATURE

DATE

