

DUTY STATEMENT

SCHEDULE TO BE WORKED/WORKING HOURS Monday through Friday 8 am - 5 pm		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Assistant Property Appraiser		WORKING TITLE Field Appraiser, State-Assessed Properties Division	
DEPARTMENT/DIVISION/DISTRICT/UNIT State-Assessed Properties Division		SPECIFIC LOCATION ASSIGNED TO Sacramento	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED Property Tax Appraiser
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED None	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 290-312-5439-XXX	

The mission of the State Board of Equalization is to serve the public through fair, effective and efficient tax administration.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under direct supervision of a Supervising Property Appraiser, the Assistant Property Appraiser appraises the less difficult and less complex railroad and utility land parcels and nonunitary improvements for property tax purposes. This position also performs the annual editing function during the unitary appraisal process for state-assessed property. The Assistant Property Appraiser performs one or more of the tasks relating to oversight and advisory functions on a rotational basis based on the division's operational needs. Travel throughout the state up to 50 percent of the time by automobile and airplane.

Candidate must be able to perform the following essential job functions with or without reasonable accommodations.

PERCENTAGE OF TIME SPENT	DUTIES
60%	<p><u>ESSENTIAL JOB FUNCTIONS</u></p> <p>Appraises for property tax purposes the less difficult and less complex railroad and utility land parcels and nonunitary improvements and personal property, including warehouses and office buildings, possessory interests, railroad right-of-way, and microwave sites; classifies property (unitary or nonunitary) based on the State-Assessed Properties Division classification policy; prepares index and field maps and consolidates railroad parcel maps; appraises properties for which Statements of Land Changes have been filed by state assessees.</p>
25%	<p>Consults with state assessees or their representatives, county assessor personnel, and others to respond to technical inquiries dealing with the valuation and assessment of state-assessed property; may appear as an expert witness at Board hearings dealing with valuation and assessment of state-assessed property.</p>
10%	<p>Performs the annual editing of Tangible Property Lists submitted by state assessees as part of the annual Property Statement; reconciles reported costs for all tangible property items owned or used by state assessees (except land) with the prior years's records; analyzes and researches discrepancies, contacts assessee, as needed, and corrects erroneous or incomplete reported information.</p>
5%	<p><u>MARGINAL JOB FUNCTIONS</u></p> <p>As necessary performs other job-related duties to cover the workload.</p>

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):

Work Environment:

- Communicate effectively, both orally and in writing.
- Create and maintain cooperative working relationships.
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Physical Abilities:

- Evaluate data and draw sound conclusions.
- Evaluate situations accurately and take effective action.
- Prepare clear, complete, and concise reports.
- Plan and organize workload, and set priorities.
- Work under pressure and meet deadlines.
- Flexibility and willingness to adjust to changing assignments and priorities.
- Operate a variety of office equipment (e.g., personal computer, fax machine, calculator, scanner, and copier).
- Utilize Microsoft Office applications (e.g., Outlook, Word, Excel, and PowerPoint).
- Proficiency in using a personal computer, including various software packages such as word processing, spreadsheets, and relational database programs for report writing and data analysis.
- Remain in a stationary position for extended periods of time.

Additional Requirements/Expectations:

- Knowledge of California property tax laws; rules and regulations administered by the Board of Equalization (BOE); and related legal opinions and court decisions.
- Basic appraisal principles and standards.
- Organization and functions of the BOE and Property Tax Department.
- Interest in and aptitude to learn appraisal principles and practices; willingness to learn assessment practices procedures for property tax purposes.
- Attain a BOE appraiser certification within the first year of employment appointment.
- Travel throughout the state up to 50 percent of the time by automobile and airplane.
- Possess a valid California driver's license.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
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I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
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HRD Approval date:	C&P Analyst Initials:
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