

# DUTY STATEMENT

SCHEDULE TO BE WORKED/WORKING HOURS <b>Monday through Friday 8:00 am - 5:00 pm</b>		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION <b>Assistant Property Appraiser</b>		WORKING TITLE <b>Property Tax Appraiser, Assessment Practices Surveys</b>	
DEPARTMENT/DIVISION/DISTRICT/UNIT <b>County-Assessed Properties Division</b>		SPECIFIC LOCATION ASSIGNED TO <b>Sacramento</b>	
SEERA DESIGNATION <b>Rank and File</b>	BARGAINING UNIT <b>01</b>	WORK WEEK GROUP <b>02</b>	CERTIFICATES REQUIRED <b>Property Tax Appraiser</b>
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED <b>None</b>	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) <b>290-302-5439-XXX</b>	

*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**  
The County-Assessed Properties Division carries out the BOE's responsibilities to provide advice and guidance to county assessors and property taxpayers; oversees the property tax assessment practices of county assessors; co-administers the welfare exemption, and analyzes legal entity filings to determine if a transaction results in reassessment.

Under direct supervision of a Business Taxes Administrator II, the Assistant Property Appraiser in the Assessment Practices Surveys Section 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 Assistant Property Appraiser focuses on issues involving the taxation of real property. The Assistant Property Appraiser also conducts real property review appraisals as part of an assessment sampling program.

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
45%	<b><u>ESSENTIAL JOB FUNCTIONS</u></b> Learn and conduct the less difficult appraisals of routine types of properties, such as small to medium residential properties. Under the guidance and leadership of a Senior Specialist Property Appraiser or a Senior Specialist Property Auditor Appraiser, learns to appraise small commercial, industrial, and agricultural properties. Assists senior level appraisers to conduct appraisals on more difficult properties. Participates in conferences with county assessors and their staff to resolve difference in values. This position may require up to 50 percent travel.
45%	As a member of an assessment practices surveys team, investigates and analyzes the assessment practices and procedures of county assessors. Drafts written recommendations to improve specific aspects of the county assessors' assessment practices based on a review of appraisal files, interviews with county assessors' staff and other county officials, and a review of county assessors' program policies and procedures. Participates in conferences with county assessors and their staff to resolve issues related to appraisal and assessment procedures.
5%	Responds to technical questions from county assessors' staff related to the assessment practices survey. Assists senior level appraisers with research on special projects related to property tax matters.
5%	<b><u>MARGINAL JOB FUNCTIONS</u></b> As necessary, performs other job-related duties to cover the workload.

**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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<b>HRD Approval date:</b>	<b>C&amp;P Analyst Initials:</b>
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