

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Associate Property Appraiser		WORKING TITLE Field Appraiser, State-Assessed Properties Division	
UNIT/DISTRICT/LOCATION State-Assessed Properties Division/Sacramento		POSITION NUMBER 290-312-5444-xxx	
SEERA DESIGNATION R	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED Yes
FINGERPRINTS REQUIRED Y N <input type="checkbox"/> <input checked="" type="checkbox"/>		SUPERVISION EXERCISED May act in a lead capacity	

Job Requirements

Knowledge of:

- California property tax laws; rules and regulations administered by the Board of Equalization, and related legal opinions and court decisions
- Appraisal principles and standards; appraisal techniques and recommended appraisal policies and procedures
- Property assessment procedures utilized in county assessors' offices

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
- 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, and in various locations throughout the State

Desirable Qualifications

- Must be flexible and willing to adjust to changing assignments and priorities
- Strong communication skills
- Proficiency in using a personal computer, including various software packages such as word processing, spreadsheet, and relational database program for report writing, data analysis and presentations

Associate Property Appraiser 290-312-5444-029

Statement of Position

Under the general direction of the Business Tax Administrator, the Associate Property Appraiser appraises the more difficult and 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 incumbent may act as a lead person in the appraisal of state-assessed property.

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

PERCENTAGE OF TIME SPENT	DUTIES
*60%	Independently appraises for property tax purposes the more difficult and 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 Property 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 assesses.
*15%	Performs the annual editing of Tangible Property Lists submitted by state assesses as part of the annual Property Statement; reconciles reported costs for all tangible property items owned or used by state assesses (except land) with the prior year's records; analyzes and researches discrepancies, contacts assessee, as needed, and corrects erroneous or incomplete reported information.
*10%	May act as a lead person of the field appraisal staff; plans, organizes and controls the performance of specific appraisal assignments and/or projects; monitors the status and progress of these assignments by other field appraisal staff.
*10%	Consults with state assesses 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 the valuation and assessment of state-assessed property.
5%	Other related duties as required

***Essential Job Function – This job duty is essential in the performance of an Associate Property Appraiser.**

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