

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Assistant Property Appraiser		WORKING TITLE Team Member, Assessment Practices Surveys	
UNIT/DISTRICT/LOCATION County-Assessed Properties Surveys		POSITION NUMBER 290-302-5439-XXX	
SEERA DESIGNATION Rank and File	BARGAINING UNIT R01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED Appraiser for Property Tax
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED Yes	

Job Requirements

Knowledge of:

- Appraisal principles and standards.
- Assessment procedures used 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 routine 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 direct supervision of a Business Tax Administrator II, the Assistant 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 appraises real property and reviews appraisals as part of an assessment-sampling program. Candidate must be able to perform the following essential job functions (*) with or without reasonable accommodations. The incumbent may be required to travel throughout the state up to 50% of the time.

PERCENTAGE OF
TIME SPENT

DUTIES

***45%**

Appraisal and Appraisal Review Duties

Appraises for property tax purposes the less difficult and/or routine types of properties, such as small to medium residential, commercial, industrial, and agricultural properties. Assists associate-level and senior appraisers in appraising more complex properties.

Participates in conferences with county assessors and their staff to resolve differences in values, and appraisal and assessment procedures.

***45%**

Assessment Practices Survey Duties

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

***5%**

Miscellaneous Duties

Drafts responses to routine correspondence, and assists associate-level and senior appraisers on research 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

HRD Approve by JD 8/4/14