

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Assistant Property Appraiser		WORKING TITLE Field Appraiser, State-Assessed Properties Division	
UNIT/DISTRICT/LOCATION State-Assessed Properties Division/Sacramento		POSITION NUMBER 290-312-5439-XXX	
SEERA DESIGNATION R	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED Yes
FINGERPRINTS REQUIRED <div style="display: flex; justify-content: space-around; align-items: center;"> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> </div>		SUPERVISION EXERCISED None	

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
- Basic accounting principles used in appraisal
- 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

Assistant Property Appraiser 290-312-5439-XXX

Statement of Position

Under direct supervision of the 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.

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

PERCENTAGE OF TIME SPENT	DUTIES
*55%	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 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 assessees.
*25%	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 year's records; analyzes and researches discrepancies, contacts assessee, as needed, and corrects erroneous or incomplete reported information.
*15%	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 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 Assistant 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