

## STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION <b>Junior Property Appraiser</b>		WORKING TITLE <b>Field Appraiser</b>	
UNIT/DISTRICT/LOCATION <b>State-Assessed Properties Division/Sacramento</b>		POSITION NUMBER <b>290-312-5014-XXX</b>	
SEERA DESIGNATION <b>Rank and File</b>	BARGAINING UNIT <b>01</b>	WORK WEEK GROUP <b>02</b>	CERTIFICATES REQUIRED <b>YES</b>
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED <b>None</b>	

### Job Requirements

#### Knowledge of:

- Basic organization of the Board of Equalization and the Property Tax Department.
- California property tax laws and rules administered by the Board of Equalization.
- Basic appraisal principles and standards.
- Basic proficiency in using a personal computer and Microsoft software.

#### Ability to:

- Apply the above listed knowledge effectively.
- Evaluate data and draw sound conclusions.
- Evaluate situations accurately and take effective actions.
- Prepare clear, complete, and concise reports.
- Communicate effectively, both orally and in writing.
- Create and maintain cooperative working relationships.
- Work under pressure, meet deadlines, and be flexible and willing 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 Power Point).
- Remain in a stationary position for extended periods of time.
- Travel throughout the state up to 50 percent of the time by automobile and airplane.
- Work in a high-rise building and in various locations throughout the state.
- Possess a valid California driver's license.
- Attain a BOE appraiser certification within first year of employment appointment.

### Desirable Qualifications

- Interest in and aptitude for appraisal work; willingness to do routine work in order to learn the principles of property appraisal and assessment.
- Plan and organize workload and set priorities.

**Statement of Position**

Under close supervision of a Supervising Property Appraiser, the Junior Property Appraiser in the Field Appraisal Section learns and performs the basic level field and office appraisal duties as described below. The Junior Property Appraiser will receive assistance and guidance from senior and associate level appraisers to conduct these duties. The Junior Property Appraiser will also perform oversight and advisory functions on a rotational basis determined by the department'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
50%	<p><b><u>Essential Job Functions:</u></b>            Under the guidance of senior and associate level appraisers, appraises railroad and utility land parcels and nonunitary improvements and personal property, including warehouses and office buildings, possessory interests, railroad right-of-way and wireless sites for property tax purposes. Classifies property based on State-Assessed Properties Division classification policy; prepares index and field maps, and consolidates railroad parcel maps.</p>
25%	Processes properties for which Statements of Land Changes have been filed by state assessees.
15%	Consults with state assessees or their representatives, county assessor personnel, and others to respond to less technical inquiries dealing with the valuation and assessment of state-assessed property.
5%	Assists senior and associate level appraisers to perform 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 assessees, as needed, and corrects erroneous or incomplete reported information.
5%	<p><b><u>Marginal Job Functions:</u></b>            As necessary, performs other related duties as required.</p>

*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 Approved by JD 7/6/15\*