

## STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION <b>Junior Property Appraiser</b>		WORKING TITLE <b>Junior Property Tax Appraiser, Assessment Practices Surveys</b>	
UNIT/DISTRICT/LOCATION <b>County-Assessed Properties Division (Sacramento)</b>		POSITION NUMBER <b>290-302-5014-XXX</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		SUPERVISION EXERCISED <b>None</b>	

### Job Requirements

#### 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.

#### 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.
- Plan and organize workload, and set 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*, and *Excel*).
- Remain in 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 at various locations throughout the state.
- Attain a BOE appraiser certification within the first year of employment appointment.
- Possess a valid California driver's license.

### Desirable Qualifications

- Flexibility and willingness to adjust to changing assignments and priorities.
- Interest in and aptitude to learn appraisal principles and practices; willingness to learn assessment practices procedures for property tax purposes.

## Statement of Position

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 supervision of a Business Taxes Administrator II, the Junior Property Appraiser (JPA) 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 JPA focuses on issues involving the taxation of real property. The JPA also conducts real property review appraisals as part of an assessment sampling program.

The JPA 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

### **Essential Job Functions**

#### *Appraisal and Assessment Practices*

- |            |  |
|------------|--|
| <b>45%</b> | Under the guidance and leadership of a Senior Specialist Property Appraiser or a Senior Specialist Property Auditor Appraiser, learns to appraise the simple and routine types of properties, such as small to medium residential properties.  |
| <b>45%</b> | As a member of an assessment practices survey team, learns to investigate and analyze 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. |
| <b>5%</b>  | Responds to routine, less complex technical questions from county assessors' staff related to the assessment practices survey. Assists senior appraisers with research on special projects related to property tax matters.  |

### **Marginal Job Functions**

#### *Miscellaneous*

- |           |  |
|-----------|--|
| <b>5%</b> | As necessary, performs other job-related duties as required. |
|-----------|--|

---

*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 7/17/15\*