

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Senior Specialist Property Auditor Appraiser (BOE)		WORKING TITLE Member/Quality Control, Assessment Practices Surveys	
UNIT/DISTRICT/LOCATION County-Assessed Properties Division		POSITION NUMBER 290-302-5453-XXX	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED Property Appraiser
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED May act in a lead capacity	

Job Requirements

Knowledge of:

- The State Constitution as pertains to property assessment.
- California property tax laws; rules and regulations administered by the Board of Equalization; and related legal opinions and court decisions.
- Departmental administrative policies, rules, and regulations.
- Advanced appraisal principles and standards; principles of accounting and finance used in appraisal.
- Advanced procedures and techniques for auditing accounting records, financial statements, and other records of large and complex industrial, commercial, and rural firms; current policy issues involving the taxation of business personal property.
- Advanced property assessment procedures used in county assessors' offices.
- Principles, practices, and trends of public and business administration.

Ability to:

- Apply the above listed knowledge effectively.
- Analyze complex property appraisal and assessment situations.
- Evaluate data and draw sound conclusions.
- Evaluate situations accurately and take effective action.
- Prepare clear, complete, and concise technical reports.
- Exercise leadership skills.
- Communicate effectively, both orally and in writing.
- Work under pressure and meet deadlines.
- Create and maintain cooperative working relationships.
- Be flexible and willing to adjust to changing assignments and priorities.
- Use a personal computer, including various software packages such as word processing, spreadsheets, and relational database programs for report writing and data analysis.
- Travel throughout the state, by airplane or by car, up to 50 percent of the time.
- Work long and irregular hours, both in and out of the office.

Statement of Position

Under the general direction of a Business Taxes Administrator III (Assessment Practices Survey Section), the Senior Specialist Property Auditor Appraiser independently performs and/or leads others in complex appraisal review and assessment practices survey assignments throughout California; develops and conducts training for the assessment practices survey program. The incumbent may be required to travel throughout the state up to 50% of the time.

PERCENTAGE OF TIME SPENT

DUTIES

Incumbent must be able to perform the essential functions (*) with or without reasonable accommodations.

*40%

Assessment Practices Survey Responsibilities

Leads an assessment practices survey team in the evaluation of the county assessors' assessment programs to determine compliance with property tax law, rules, and regulations of the Board of Equalization. Provides guidance to members of the survey team.

Independently investigates and analyzes county assessment practices involving the most complex properties by reviewing appraisal files and by interviewing assessors' staff and others. Researches property tax law, rules, and Board policy and drafts recommendations for improvement in specific aspects of county assessors' programs to be included in the assessment practices survey report.

Prepares initial draft of the survey report by reviewing team members' drafts and supporting work papers, editing write ups to fit within the report, and writing various sections of the report. Manages the report until after the meeting with county assessors and their staff to resolve all issues in the final survey reports.

*40%

Appraisal Review Responsibilities

Independently plans, directs, and conducts appraisal reviews and audits of the most difficult and complex properties, including lumber mills, cement plants, wineries, creameries, food processing plants, theme parks, major resorts, power plants, and aerospace and research facilities for the purpose of statistically sampling the quality of county assessment rolls.

Acts in a lead capacity over staff engaged in audit and appraisal review work. Works with full independence and without technical review; makes decisions on both technical and procedural issues within scope of expertise; and recommends changes to and development of statewide program policies.

Meets with county assessors and their staffs to resolve differences in opinions of value involving all properties included in the statistical sample.

*10%

Training Coordinator Responsibilities

Prepares and conducts training for entry-level appraisers and auditor-appraisers on all aspects of the assessment practices survey program. Instruction includes classroom and structured on-the-job training relative to entry-level auditing and appraisal principles and procedures.

10%

Miscellaneous Responsibilities

Under the general direction of the Business Taxes Administrator III, independently prepares and coordinates the preparation, approval, and distribution of written policies and procedures regarding all phases of the assessment practices survey program.

Independently, in a lead capacity, or as part of a team conducts special studies relating to property tax appraisal and assessment issues.

As necessary, performs other job-related duties to cover the workload.

*** Essential Job Functions – This job duty is essential in the performance of a Senior Specialist Property Appraiser (BOE).**

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
