

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Staff Services Analyst		WORKING TITLE Staff Services Analyst	
UNIT/DISTRICT/LOCATION County-Assessed Properties Division		POSITION NUMBER 290-302-5157-XXX	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP 02	CERTIFICATES REQUIRED None
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED None	

Job Requirements

Knowledge of:

- Departmental administrative policies, rules, and regulations.
- Property tax laws; rules and regulations administered by the Board of Equalization.
- Functions and operations performed by the County-Assessed Properties Division, State-Assessed Properties Division, the Legal Department, the elected Board, and county assessors' offices.
- Basic appraisal terminology.
- Departmental training policy and procedures.

Ability to:

- Apply analytical skills to develop solutions for decision making.
- Research difficult and complex issues using available resources.
- Respond to written and telephone inquiries.
- Evaluate situations and develop alternatives.
- Prepare clear, complete, and concise reports.
- Create and maintain cooperative working relationships.
- Work independently and function effectively under pressure and adjust to changing assignments and priorities.
- Communicate effectively (both verbally and in writing).
- Operate a Windows-based personal computer and Microsoft Word, Access, Excel, and Outlook programs.
- Prioritize workload to accommodate rush situations and schedules; follow through and ensure deadlines are met.
- Work Monday through Friday

Statement of Position

Under the direct supervision of a Staff Services Manager I, County-Assessed Properties Division, the Staff Services Analyst (SSA) performs a variety of administrative and analytical functions to assist management to implement policies and develop procedures in the Property Tax Department. The SSA may assist in providing guidance, training, and directions to the support staff to perform various administrative support functions within the Property Tax Department.

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

PERCENTAGE OF TIME SPENT	DUTIES
*70%	<ul style="list-style-type: none"> • Researches, compiles, and processes information relating to departmental policy and procedures. Prepares independently or assists in the preparation and publication of reference source materials such as desk manuals, operations memos, booklets, workbooks and technical documents used for educational and instructional purposes for Property Tax staff, county assessors' staff, and other interested parties. • Assists in compiling, analyzing, and preparing statistical data used to compile reports, e.g., the Budgets and Workload Report and the Salary Survey Report, that are distributed to the Board Members, county assessors, and other interested parties. Performs other special assignments/projects and prepares various reports needed by upper management, supervisors, appraisers, or auditor-appraisers. • Prepare Requisition for Purchase Orders, Subscriptions, Contracts, and Time and Material contracts for the County-Assessed Properties Division and State-Assessed Properties Division; coordinates contract renewal approvals and prepares appropriate supporting documentation. • Review and analyze the roll extension requests received from counties. Prepare grant letter for Executive Director's approval. • Act as Eminent Domain Coordinator to determine the validity of taxpayers' requests for special assessment on replacement properties. Maintain the statewide database for the Eminent Domain Clearinghouse. • Maintain the tracking system of legal opinion request sent to BOE Legal Department.
*20%	<ul style="list-style-type: none"> • Assists in maintaining the BOE's Property Tax website and department's SharePoint site.
*5%	<ul style="list-style-type: none"> • May assist in supporting staff as needed. Provides training and advices and directs support staff in the performance of their assignments.
5%	<ul style="list-style-type: none"> • As necessary, performs other job-related duties to cover workload.

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