

DUTY STATEMENT

SCHEDULE TO BE WORKED/WORKING HOURS Mon - Fri 8am - 5pm		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Assistant Property Auditor Appraiser		WORKING TITLE Property Tax Research Analyst	
DEPARTMENT/DIVISION/DISTRICT/UNIT County-Assessed Properties Division		SPECIFIC LOCATION ASSIGNED TO Sacramento	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP 02	CERTIFICATES REQUIRED BOE Appraiser Certificate
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED None	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 290-302-5441-XXX	

The mission of the State Board of Equalization is to serve the public through fair, effective and efficient tax administration.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under general direction of a Business Taxes Administrator II, the Assistant Property Auditor Appraiser in the Assessment Services Unit researches the least complex property tax issues involving the taxation of business personal property and prepares written analyses of findings. Incumbent must be able to perform the essential functions (*) with or without reasonable accommodations. This position is not eligible for an Alternate Work Schedule. The incumbent may be required to 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 accommodation.

PERCENTAGE OF TIME SPENT	DUTIES
45%*	<p><u>ESSENTIAL JOB FUNCTIONS</u></p> <p>Reviews recent legislation, court decisions, appraisal literature, academic references, and departmental files and consults with Board staff and other knowledgeable parties in order to identify, research, and analyze current and emerging property tax issues requiring policy action or policy modification by the department or the Board.</p> <p>Assists in collecting and analyzing economic data in order to estimate current costs of residential buildings, agricultural structures, and other improvements used statewide for assessment purposes. Travel may be required throughout the state up to 50 percent of the time by automobile and airplane.</p>
40%*	<p>Assists in researching and analyzing property tax issues to provide draft written communications of Board policy or department advisory opinions in several formats, including but not limited to the following: (1) modifications or additions to sections of the Assessors' Handbook (a published guide on assessment methods and procedures used by assessors' offices statewide); (2) Letters to Assessors (a formal means used by the department and the Board to communicate current policy and advisory opinions to county assessors); (3) Special Topic Surveys (reports on statewide assessment practices in specific areas); (4) drafts of proposed changes to existing property tax statutes or rules; and (5) memoranda or issue papers on property tax issues of interest to the Board.</p>
10%	<p>In attendance with supervisor and other BOE staff members, participates in meetings with county assessors, their staffs, and other interested parties concerning current issues in property taxation.</p> <p>Assists the supervisor and/or other appraisers with preparation of materials for Board hearings.</p>
5%	<p><u>MARGINAL JOB FUNCTIONS</u></p> <p>As necessary, performs other appraisal duties to cover the workload.</p>

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):**Work Environment:**

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Physical Abilities:

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Additional Requirements/Expectations:

- Maintain a BOE appraiser certification.
- Possess a valid California driver's license.
- Travel may be required throughout the state up to 50 percent of the time by automobile and airplane.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME

EMPLOYEE'S SIGNATURE

DATE

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

PRINT SUPERVISOR NAME

SUPERVISOR'S SIGNATURE

DATE

HRD Approval Date:**C&P Analyst Initials:**