

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Supervising Property Appraiser		WORKING TITLE Field Appraisal and Board Roll Support Section Supervisor	
UNIT/DISTRICT/LOCATION State-Assessed Properties/Sacramento		POSITION NUMBER 290-312-5454-001	
SEERA DESIGNATION Supervisor	BARGAINING UNIT S01	WORK WEEK GROUP E	CERTIFICATES REQUIRED Yes
FINGERPRINTS REQUIRED <div style="display: flex; justify-content: space-around; align-items: center;"> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> </div>		SUPERVISION EXERCISED Staff of 13	

Job Requirements

Knowledge of:

- Principles, practices, and trends of public and business administration
- Departmental administrative policies and procedures
- Property tax laws, rules, and regulations
- Appraisal principles and standards
- Property assessment procedures utilized in county assessors' offices
- Principles and techniques of personnel management, supervision, and employer-employee relations
- A manager's role in the Affirmative Action Program, and the processes available to meet affirmative action objectives

Ability to:

- Apply the above listed knowledge effectively
- Plan, organize, and direct the work of staff engaged in the appraisal, classification and assessment of property owned or used by state assessees as defined by the California Constitution
- Develop the skills and abilities of subordinate staff, and motivate subordinate staff to establish group and organizational goals
- Create and maintain cooperative working relationships
- Effectively apply principles and techniques of personnel management, supervision, and employer-employee relations
- Effectively apply departmental administrative goals and policies
- Evaluate data and situations accurately; draw sound conclusions and take effective action
- Communicate effectively
- Resolve complex supervisory and managerial problems
- Effectively contribute to the department's affirmative action objectives
- Work in a high-rise building

Desirable Qualifications

- Must be flexible and willing to adjust to changing assignments and priorities
- Strong communication skills
- Willingness to work long and irregular hours, both in and out of office and in various locations throughout the State

Statement of Position

Under the general supervision of the Principal Property Appraiser (Field Appraisal, Board Roll Support and Transportation Section) the Supervising Property Appraiser plans, organizes, directs, and evaluates as a first-level supervisor, the work of the staff in the Field Appraisal and Board Roll Support Section. This group values, on a cyclical basis, all land and nonunitary improvements and personal property owned or used by state assessees. This group also performs the editing of Tangible Property Lists submitted annually by state assessees and prepares the Board Roll of State-Assessed Property.

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

PERCENTAGE OF TIME SPENT	DUTIES
40%	<p><u>Essential Job Functions:</u> Supervises a professional staff of appraisers responsible for the appraisal of complex railroad and utility land parcels and nonunitary improvements and personal property, including new parcels warehouse and office buildings, machinery and equipment, possessory interests, right-of-way through commercial and industrial, rural and residential areas, large isolated parcels, large railroad yards, and other commercial, rural, residential and industrial properties. The staff is required to determine the proper classification of property (unitary or nonunitary) as well as perform valuations of state-assessed property on a cyclical basis.</p>
40%	<p>Supervises the Board Roll Production Coordinator and a team of support staff responsible for Board Roll production, Board Roll maintenance and office support functions. These functions include but are not limited to Roll Change and Roll Adjustment database maintenance; Statement of Land Changes processing; Railroad Track File maintenance; State Assessee Database maintenance; Property Statement Control; Private Railroad Car Billing and Accounts Receivable; and a variety of technical and general office support functions</p>
10%	<p>Reviews work schedules and personnel assignments prepared by team leaders; reviews completed work to ensure proper documentation, thoroughness, conformity to standard appraisal practice, and compliance with Valuation Division procedures, Board policy and administrative regulations; ensure that staff is properly trained to provide for uniform application of procedures and policies</p>
10%	<p><u>Marginal Job Functions:</u> Consults with representatives of state assessees and other interested parties concerning land and nonunitary property valuations; coordinates with county assessors to ensure timely sales data collection prior to initiating a county reappraisal; prepares written correspondence and recommendations to the Board and others regarding assessment appeals; appears as an expert witness at Board hearings and court proceedings as necessary; attends and makes presentations regarding property valuation topics at seminars and conferences.</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