

CLASS SPECIFICATION



CLASS: Real Property Appraiser I/II/III
ALLOCATION: Assessor's Department
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: Circa 1990
REVISED: February 2009

JOB SUMMARY:

Learns and performs a variety of routine to complex professional commercial, industrial and residential real property appraisals for taxation purposes; performs related work as assigned.

This deep class is a flexibly staffed position in the professional category in the Real Property Appraiser series. Placement is normally determined by three requirements: level of experience, demonstrated capability for performing skilled real property appraisals in a variety of areas and certification level received under California State requirements.

Real Property Appraiser I is the entry-level class in the appraiser series. Initially under close supervision, incumbents begin in a learning capacity performing the more standard appraisals. As experience is gained duties become more diversified and are performed with increasing independence. This class is distinguished from the Real Property Appraiser II by the latter's assignment of more difficult technical functions.

Real Property Appraiser II: is the journey level class in this appraiser series. Incumbents work under general supervision and perform progressively more difficult professional appraisal assignments. They are expected to be fully capable of explaining appraisal methods and provisions of the Revenue and Taxation Code pertaining to the assessment of property to the general public. This class is distinguished from the Real Property Appraiser III by the latter's assignment of the more technical, comprehensive, and /or complex appraisal duties related to industrial, commercial, agricultural, and residential appraisal.

Real Property Appraiser III is the advanced journey level in this appraiser series. Incumbents work under limited supervision, and perform the more complex appraisal duties; may assist in providing training, coordination and technical work direction to subordinate staff or be assigned to special projects. Positions at this level require highly specialized knowledge, abilities, skills and experience and often exercise independent judgment in the performance of their duties. Incumbents in this class may be expected to perform all types of real property appraisal assignments including residential, commercial, agricultural, industrial and special use properties.

CLASS CHARACTERISTICS:

This classification reports directly to the Assistant Assessor. This class is distinguished from the Assistant Assessor in that the latter is a management classification and provides day-to-day work oversight and professional support for the administration of the Assessor's office. The Assistant Assessor is further distinguished by its supervisory duties, which includes assigning, directing and reviewing the work of technical and professional staff.

EXAMPLES OF DUTIES:

Essential:

Real Property Appraiser I/II:

- Appraises industrial, commercial, rural, agricultural and/or residential properties, and/or other real property for taxation purposes based upon income, cost and market value.
- Analyzes, interprets and documents information required to derive equitable and justifiable property appraisals for County real properties; uses such resources as State Board of Equalization Building Cost Tables and real property sales figures in various locations.
- Conducts field inspections of property sites to collect and verify property data and improvements.
- Interviews property owners and other relevant parties to obtain and verify property data.
- Reads and interprets a variety of maps and aerial photographs to ascertain boundaries and condition of industrial, commercial, rural and/or residential properties.
- Reviews lease or rental data to assist in evaluating property value.
- Prepares and maintains detailed appraisal work papers and accurate files of work performed; prepares written summaries and graphic materials related to appraisal procedures and findings.
- Adjusts property values for property splits based on allocated values of subject properties.
- Analyzes disaster claims to determine the effect upon assessed property values.

- Acts as an information source to property owners and other interested parties at the public counter and over the telephone; explains appraisal and appeal procedures to the taxpayers.
- Prepares and presents appeals at Board of Equalization hearings; attends and participates in such hearings.
- Determines taxable value of property and makes corrections to tax rolls.

Real Property Appraiser III (in addition to the above):

- Appraises the most difficult and complex industrial, commercial, rural, agricultural and/or residential properties, and/or special use properties for taxation purposes based upon income, cost and market value.
- Assists in the training of less experienced staff.
- May be assigned to special projects.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Will be required to drive a personal or County motor vehicle in order to conduct field inspections of property sites, and attend hearings and/or meetings.

EMPLOYMENT STANDARDS:

Knowledge of:

Real Property Appraiser I:

- Building and construction terminology, materials and procedures.
- Basic principles and practices of property appraisal for tax assessment purposes.
- Basic principles of land economics.
- Computer applications related to the work, including spreadsheets.
- Business arithmetic, including percentages, decimals and algebraic equations
- Methods and techniques used in searching for and compiling information using a variety of sources.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Standard record keeping principles and practices.
- Correct business English, including spelling, grammar, punctuation and vocabulary.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Real Property Appraiser II (in addition to the above):

- California Revenue and Taxation Codes and property tax rules governing the appraisal of real property.
- Laws, regulations, local ordinances, and court decisions affecting property tax administration.
- County and departmental operations, terminology, rules, policies and procedures. Organization, procedures and responsibilities of the County Assessor's office.
- Effects of economic trends on market prices, construction and replacement costs and values.
- Principles of public speaking and oral presentations.
- Techniques for effectively representing the department and the County in meetings and or hearings.

Real Property Appraiser III (in addition to the above):

- Techniques for working successfully with other employees in a lead capacity.
- Principles and methods for training, teaching and instructing on a one-on-one basis or in a group setting and measuring the training techniques.
- Methods and techniques of project management, development, and review.

Skill in:

Real Property Appraiser I:

- Collecting, analyzing, interpreting and verifying real property appraisal data.
- Making mathematical calculations quickly and accurately; compute ratios and percentages; and calculate areas.
- Preparing clear and concise reports, correspondence and other written materials.
- Explaining assessment procedures and determinations to taxpayers and the public.
- Locating, researching, interpreting, and applying a variety of source records and information related to property valuation appraisal and tax assessment purposes.
- Maintaining accurate records and files.
- Meeting the needs of customers within the scope of the class or provide referrals to other available resources that will meet needs.

- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Real Property Appraiser II (in addition to the above):

- Organizing and prioritizing work, coordinating activities and meeting critical deadlines.
- Assigning accurate and equitable fair market value to real property for taxation purposes.
- Interpreting, applying and explaining methods, practices, procedures, complex rules, regulations, laws and ordinances related to the valuation of real property.
- Applying the techniques, methods, and principles of real property appraisal.
- Preparing written appraisal reports and supporting documentation.
- Communicating verbal and written ideas clearly and logically, speaking effectively before groups.
- Using initiative and independent judgment within established procedural guidelines.

Real Property Appraiser III (in addition to the above):

- Providing project planning, implementation, and oversight.
- Training staff in work procedures.
- Acting as a lead in the absence of a supervisor.

Ability to:

Real Property Appraiser:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Learn and apply the techniques, methods, and principles of real property appraisal.
- Read, understand, interpret, follow, apply and communicate methods, practices, procedures, rules, regulations, laws and ordinances related to real property commercial, industrial, residential, rural and special purpose appraisal, and tax assessment techniques.
- Understand and use property maps, title documents, property descriptions and related documents, floor plans from blueprints, metes-and-boundaries from legal descriptions, mapping symbols and plotting lines, maps, blueprints and sketches.
- Organize, process, and evaluate data and ideas to make effective decisions and develop appropriate solutions.
- Communicate effectively, both orally and in writing.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Establish and maintain cooperative, effective working relationships with those contacted in the course of work.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Occasionally lift, carry, push, pull or otherwise move objects up to 25 pounds.
- Strength and stamina to inspect various residential, commercial or industrial properties or other facilities, such as construction sites. May be required to squat, kneel, crawl, climb fences, stairs, and/or ladders; walk in rough terrain and muddy fields.
- Mobility to drive a personal or County motor vehicle in order to attend meetings and inspect properties.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office and field environment. Field work may occasionally require driving on treacherous roads to external locations and traversing rough terrain.
- Tasks may require occasional exposure to adverse weather conditions (extreme heat/cold and or humidity, wet conditions);

- Attend meetings outside of normal working hours.
- Appraise real property with potential confrontations with difficult individuals.
- Occasional exposure to dust, gas, fumes, or chemicals.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- Possess and have the ability to maintain a valid California Class C driver's license.
- Possess a valid property appraisal certificate from the California Board of Equalization within one year of employment at the Real Property Appraiser I level.
- Possess a valid advanced property appraisal certificate from the California Board of Equalization prior to advancement to the Real Property Appraiser III level.

Education and Experience:

REAL PROPERTY APPRAISER I:

MINIMUM: Graduation from an accredited four-year college or university with a degree in accounting, business or a related field

OR

Graduation from high school (or equivalent) **AND** a minimum of two years of college with major coursework in business administration, economics, real estate, accounting, agriculture business or a field related to the work **AND** four years of experience in the last ten years in any of the following occupations: Accountant, Auditor, Real Property Appraiser, Building Cost Estimator, Engineer, Real Estate Licensee, or Appraiser Aide or Appraiser Trainee in an Assessor's Office

PREFERRED: In addition to the minimum, additional years of experience as described above.

REAL PROPERTY APPRAISER II:

MINIMUM: In addition to the Real Property Appraiser I minimum requirements, a valid property appraisal certificate issued by the State Board of Equalization and two years experience in the appraisal of real property.

PREFERRED: In addition to the minimum additional years of experience in the appraisal of real property.

REAL PROPERTY APPRAISER III:

MINIMUM: In addition to the Real Property Appraiser II minimum requirements, have four years of real property appraisal experience, hold an advanced appraisal certificate issued by the State Board of Equalization, and possess a demonstrated ability to perform a broad range of real property appraisals.

PREFERRED: In addition to the above, additional years of experience in the appraisal of real property.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval: David Bowen
Date:

EEOC: F
WC: 9410

Personnel Approval: Michelle Ridgeway
Date:

Signature: _____

Signature: _____