

APPRAISER II

DEFINITION

Under supervision, to secure and analyze data for the appraisal of real property for ad valorem tax purposes; to make field investigations, studies, and appraisals of residential, possessory interest, commercial, farm, and properties; to explain appraisal methods, laws, and procedures to the public; to defend challenged appraisals before the Assessment Appeals Board, when necessary; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first experienced working level in the Appraiser class series. Incumbents are expected to perform a variety of job assignments, requiring appraisal knowledge and background. They normally receive only routine supervision and direction. Also, they are expected to be fully capable of explaining appraisal methods, procedures, policies and applicable sections of the Revenue and Taxation Code to the public.

REPORTS TO

Chief Appraiser or designee.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Duties include but are not limited to the following:

Conducts investigations and analyzes data in determining the value of vacant land, possessory interest, residential, small commercial, and homogeneous farm properties for tax assessment purposes; inspects building improvements and changes to determine the effect on property value; learn to conduct appraisals on more complex properties; inspects exterior and interior of buildings to determine classifications according to standards and examples set forth in appraisal manuals; examines, analyzes, and determines the quality of materials, fixtures, equipment, and general construction in buildings and improvements; measures buildings and computes both total area and improved areas as required; estimates replacement costs, construction costs, resale value, and other pertinent factors affecting property values; obtains information in interviews with owners, contractors, real estate agents, and others when necessary; combines the variety of elements affecting property value and exercises judgment in arriving at consistent, equitable appraisals for tax assessment purposes; records factual data and comments on appraisal forms; performs roll corrections on properties incorrectly

assessed; performs field inspections for a variety of purposes; prepares scale drawings of the location of buildings and improvements in relation to property lines; ability to read a variety of maps; explains assessment procedures, value determinations, methods, and laws to the public; prepares analysis and defends challenged assessments before the Assessment Appeals Board, when necessary; prepares reports; may assist will familiarizing other staff with office functions; maintains confidentiality.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain for extended periods; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in both an office and outdoor environments, often in inclement weather; frequent contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Factors, techniques, methods, and principles involved in the appraisal of real property.
- Methods of determining property values.
- Laws and regulations affecting the appraisal of real property, including pertinent principles and guidelines contained in the State Constitution, Revenue and Taxation Code, and Assessor's Handbook.
- Organization, procedures, and responsibilities of the County Assessor's Office.

Ability and willingness to:

- Apply appraisal principles, methods, and techniques in the equitable and justifiable appraisal of real property.
- Assemble and analyze statistical and narrative information.
- Read and interpret maps, assessment books, property descriptions, and legal codes.
- Prepare analytical reports.
- Make mathematical calculations quickly and accurately.
- Operate various equipment such as typewriter and computer.
- Speak and write effectively.
- Maintain effective communications and good relations with the public and individuals questioning assessment practices and results.
- Establish and maintain cooperative working relationships.
- Learn more complex appraisal tasks.

Training and Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities might be:

One (1) year of experience in performing property appraisals and value determinations comparable to that of an Appraiser I with the Mono County Assessor's Office.

a. Six (6) years of experience in property tax-related duties in the Auditor/Controller's office, Treasurer/Tax Collector's office, or the Assessor's Office.

Or:

b. Four (4) years of experience in property tax-related duties in the Auditor/Controller's office, Treasurer/Tax Collector's office, or the Assessor's Office.

And:

At least two (2) years college education.

Or:

c. Bachelor's Degree.

Special Requirements:

- Possession of a driver's license valid in California.
- Typically, incumbents have one year from the date of appointment to this class to obtain a valid appraiser's certificate issued by the State Board of Equalization.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.

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