

APPRAISER I

DEFINITION

Under direct supervision, to learn the methods and procedures used in gathering and analyzing data for the appraisal of real property; to assist with making field investigations, studies, and appraisals of residential properties, possessory interests and vacant land; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and training level in the Appraiser class series. Incumbents work under the close guidance of other Department staff until they become familiar with the Department's methods, procedures, and policies. The basic job assignments are given to incumbents in this class. As experience is gained, incumbents perform more independent duties. The incumbent is expected to advance to Appraiser II level after one year of satisfactory performance as an Appraiser I and has achieved certification from the State Board of Equalization.

REPORTS TO

Chief Appraiser or designee.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Learns to conduct investigations and analyze data in determining the value of vacant land, possessory interests and residential properties for tax assessment purposes; assists with inspections and inspects building improvements and changes to determine the effect on property value; inspects exterior and interior of buildings to determine classifications according to standards and examples set forth in appraisal manuals; learns to analyze and determine the quality of materials, fixtures, equipment, and general construction in buildings; measures buildings and computes both total area and improved areas; estimates replacement costs, construction costs, resale value, and other pertinent factors affecting property values; learns to utilize proper judgment in arriving at consistent, equitable appraisals for tax assessment purposes; records factual data and comments on appraisal forms; prepares scale drawings of the location of buildings and improvements in relation to

property lines; ability to read a variety of maps; assists with the preparation of reports; maintains confidentiality; may perform the more routine appraisal assignments on an independent basis as job experience is gained.

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:

- Basic principles of land economics.

Ability and willingness to:

- Learn general knowledge of property appraisal principles.
- Learn and apply the techniques, methods, and principles of real property appraisal.
- Learn to assemble and analyze statistical and narrative information.
- Prepare and maintain records and reports.
- Make mathematical calculations quickly and accurately.
- Speak and write effectively.
- Understand and carry out oral and written directions.
- Operate various equipment such as typewriter and computer.
- Maintain effective communications and good relations with the public.
- Establish and maintain cooperative working relationships.

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:

- 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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