



# APPRAISER AIDE

<b>FLSA:</b> Non-Exempt	<b>Bargaining Unit/Contract:</b> MCPE	<b>Reports to:</b> Assistant Assessor
<b>Location:</b> Bridgeport	<b>Salary/Level:</b> 64	<b>Position Type:</b> Full-Time
<b>EEO Category:</b> 5	<b>BOS approval Date:</b> 03/2024	<b>Last Revision:</b> 07/2024

## About the role

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Under immediate supervision, performs a variety of specialized clerical and technical work in support of Appraiser professional staff; performs related duties as required.

### DISTINGUISHING CHARACTERISTICS

The Appraiser Aide class is a bridge classification into the professional Appraisal field. Incumbents provide assistance in the appraisal of property and determinations of change in ownership and evaluation/implementation of exemption applications.

### CLASSIFICATIONS DIRECTLY SUPERVISED

None.

### EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

- Research deed information, Preliminary Change in Ownership Report forms, Change of Ownership Statements, and determine reappraisal events. Conducts research in making determinations in Prop 58 and Prop 19 events.
- Interpret written legal descriptions for physical property and translate said descriptions into Assessor's Parcel Numbers.
- Search recorded deeds and surveys to determine correct locations and descriptions of properties.
- Provide information to the public regarding map changes, deeds, title searches, and other matters; Analyze recorded and unrecorded deeds, unrecorded contracts of sale, and permits from the U.S. Forest Service to derive the correct Assessor's Parcel Number.
- Locate, explain, and interpret technical descriptions of property contained in deeds and assessor's records.
- Process any applicable exemptions, including the Homeowner's Exemption and others.
- May provide assistance to appraisal staff in the performance of a variety of routine tasks involved in the appraisal of real or personal property.
- Assembles records, forms, and completes preparation work for review by other appraisal staff.
- May participate in field inspections of land, structures, and improvements, such as decks, awnings, sheds, and garages.

- May assist appraisers in the inspection of larger, more complex properties as necessary.
- Under direction, may gather a variety of data necessary to describe property to be appraised; obtain information regarding costs; and perform a variety of other clerical tasks in support of appraisers.
- Respond to verbal and written inquiries and provides information regarding appraisal procedures and related matters; prepares routine correspondence and coordinates with other agencies.
- Assists in the completion of appraisal records, performing and verifying calculations according to established procedure.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Function and general operation of a County Assessor's office.
- Basic mathematics, including ratios, fractions, and percentages.
- General terminology and concepts of appraisal methods.
- Revenue and Taxation Administrative Rules

#### **Ability and willingness to:**

- Learn assessment practices and procedures relating to clerical activities
- Ability to conduct routine research, collect, assemble, process, and record data related to property values.
- 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 a 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 necessary for satisfactory job performance.

#### **Special Requirements:**

Possession of a valid driver's license

### **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 E-fax.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office environment, frequent contact with staff and the public

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.