

COUNTY OF SOLANO

APPRAISER (ENTRY)

Rev. 3/07

DEFINITION

Under the provisions of the State of California Revenue and Taxation Code, makes investigations and collects/analyzes data for valuation of residential, agricultural, and small commercial real properties to determine value for tax assessment purposes; serves as primary point of contact with the general public concerning real property tax assessment issues.

CLASS CHARACTERISTICS

This is the entry level in the Appraiser series. This class is distinguished from that of the journey level by the lower scope and degree of complexity of appraisals. Positions assigned to this level are not expected to function at the same skill level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedure are explained as they arise.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Supervising Appraiser.

Exercises no supervision.

EXAMPLES OF DUTIES - *Duties may include but are not limited to the following:*

Analyzes and interprets market data to complete appraisals of real property due to a change of ownership; applies appraisal methods and theory to appraise residential, small commercial, agricultural, and vacant land properties.

Conducts field inspections of real property; reads and interprets blueprints and legal descriptions; measures and calculates areas of structures; plots and describes land and improvements; produces digital images of property.

Produces appraisals of new construction for residential, small commercial, and agricultural properties; completes required forms/reports and maintains records.

Analyzes and interprets the State of California Revenue and Taxation Code (R&T Code) relating to researching/examining deed transfers, percent ownership changes, and various exclusions and exemptions as set forth by law.

Responds to public inquiries by telephone or in person concerning assessed valuations of all property types; explains tax laws and assessment practices; investigates complaints and re-values as warranted; mediates disputes and resolves conflicts between taxpayers, attorneys, and other parties.

Performs special projects, such as County-wide tree and vine reviews; conducts R&T Code Section 51 tax relief valuation reviews for all property types.

Processes land split value allocations, calamity claims, welfare exemptions, and church exemptions; completes agricultural preserve valuations.

Researches and compiles various statistical data; analyzes and summarizes data; conducts research of department files, legal records, microfiche records, database records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed.

Prepares, composes, or completes various forms, reports, correspondence, and records.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Laws, court decisions, Revenue & Taxation Code, and Board of Equalization regulations pertaining to real property appraisal.

Policies, procedures, and activities of the County and of departmental practices as they pertain to the performance of duties relating to the position; terminology, principles, and methods utilized within the department.

Principles and practices of property appraisal for tax purposes; current trends in the field of property appraisal and assessment.

Methods and techniques used to analyze and draw conclusions regarding market and building trends from general economic data.

Building materials and construction techniques.

Income, cost, and market valuation approaches; crop valuation; cash equivalence adjustments; algebraic and geometric methods for determining size of property; possessory interest.

Use of professional tables and reference manual.

Elements of formal appraisal reports.

Methods of dealing with the public and defusing angry/hostile situations.

Computers and software programs typically used in the position; computerized data collection, retrieval, and analysis.

Skills to:

Utilize basic office equipment.

Measure dimensions of buildings, structures, or areas.

Drive a motor vehicle.

Ability to:

Comprehend, interpret, explain, apply, and comply with a variety of laws, regulations, professional practices, policies, and procedures governing property taxation, appraisal, and assessment and property appraisal program operations.

Understand program objectives in relation to departmental goals and procedures.

Read and interpret maps, blueprints, and schematics; create to-scale drawings of building perimeter walls.

Plan, organize, and prioritize daily assignments and work activities.

Determine the appropriate course of action in emergency or stressful situations.

Research and analyze data to arrive at an appropriate property valuation; draw logical conclusions and make appropriate recommendations.

Prepare narrative and statistical reports; maintain accurate records and document actions taken.

Perform required mathematical calculations quickly and accurately.

Maintain confidentiality of information.

Research laws, regulations, procedures and/or technical reference materials.

Communicate clearly and concisely, both orally and in writing; interview people to acquire information necessary to perform appraisals; demonstrate tact and diplomacy.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work including those who have objectives counter to assigned role.

Experience and Education/Training

Experience:

One year of work experience as Appraiser Technician, Aide or equivalent position in an assessor's office or equivalent experience in real estate appraisal or related field.

Education/Training:

Bachelor's degree from an accredited college or university, preferably in Business Administration, Public Administration, Economics and approved courses required for State Board of Equalization certification and maintenance of certification. Experience in the appraisal of real property, building cost estimating, engineering, accounting, or in buying, selling or managing real estate, or in a related area as defined by the State of California may be substituted for the education on a year-for-year basis.

SPECIAL REQUIREMENTS

Candidates must meet requirements for this office as set forth in the California Government Code.

A permanent Appraiser's certificate issued by the California State Board Equalization must be obtained by an employee in this class within the first year of employment.

Possession of or ability to obtain a valid Class C California Driver's License is required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, wetness, rain, temperature and noise extremes, traffic hazards, animal/wildlife attacks, animal bites, sloped terrain, or angry/hostile citizens.

Donald W. Turko
Director of Human Resources

BOS Date: June 30, 2003
CSC Date: March 14, 2007