

## COUNTY OF SOLANO

### APPRAISER (SENIOR)

Rev. 3/07

#### **DEFINITION**

Collects, analyzes, interprets, and reconciles information to perform and/or assist in the performance of complex appraisals of commercial, industrial, single-family and multi-residential, multi-use, and specialized real property located in the County; provides instruction and leadership to a team of professional appraisal staff.

#### **DISTINGUISHING CHARACTERISTICS**

This class is a dual concept class characterized by the responsibility to apply the full scope of appraisal theory and methodology to prepare or oversee the preparation of full, accurate and complete appraisals of complex properties and lead a team of professional appraisal staff. This class is distinguished from Appraiser (Supervising) by the latter's responsibility to plan, organize and administer the work of the Real Property Division.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Supervising Appraiser.

Exercises technical and functional supervision over professional staff in reviewing accuracy of work and training subordinate level appraisal staff.

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

Utilizes accepted approaches and practice to value single-family residential, multi-residential, complex commercial, industrial, and multi-use real properties; collects, analyzes and interprets data for the appraisal process; determines property valuation using market, cost and/or income approach; maintains a comprehensive database of information.

Prepares and conducts presentations of formal appraisal reports before the Board of Equalization.

Provides instruction and leadership to journey level appraisal staff; answers questions on appraisal methods; reviews the appraisals of complex properties; provides correct interpretation and proper implementation of applicable codes and internal methodology.

Conducts field visits of new construction to gather information; determines size, quality and other characteristics of new improvements; analyzes blueprints; may discover un-reported new construction and initiates the assessment process.

Performs related administrative tasks; reviews codes, grant deeds and other documents to determine the extent of a reassessment; participates in and leads special projects; provides input and assistance in developing and implementing new and revised procedures.

Responds to inquiries concerning valuation disputes; receives and evaluates disputed appraisals with responsible appraiser and property owner or legal representative; negotiates with property owners to resolve contested valuations; may prepare formal appraisal reports and represent the Assessor's Office at appeal's hearings before the local Board of Equalization.

Employs automated information system to generate reports, maintain property files and assist in analyzing and determining property valuation.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of real property appraisal for tax purposes.

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

Building materials and construction techniques.

Income/cost/market valuation approaches.

Algebraic and geometric methods for determining size of property.

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

Use of professional tables and reference manuals.

Elements of formal appraisal reports and appeals hearing presentations.

Map reading; drawing, reading and interpreting schematics and blueprints.

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

Principles and practices of supervision.

#### **Skills to:**

Utilize basic office equipment, microfiche/film reader, architect/engineers scales, protractor/ruler, digital camera, and related equipment.

Measure dimensions of buildings, structures, or areas.

Drive a motor vehicle.

**Ability to:**

Understand, interpret and explain laws, regulations and policies governing appraisal program operations; comply with laws, regulations and professional practices governing appraisal program services and operations; research regulations, procedures and/or technical reference materials.

Apply appraisal theory and techniques to the performance of complex real property appraisals; research and analyze data and arrive at an appropriate property valuation; perform mathematical computations; collect and analyze data to draw logical conclusions and make appropriate recommendations; collect, analyze and correlate information to arrive at an impartial value for a specific property.

Implement operational procedures; make decisions and independent judgments.

Communicate effectively both verbally and in writing; communicate effectively with people of diverse socio-economic backgrounds and temperaments; determine the appropriate course of action in emergency or stressful situations.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Understand program objectives in relation to departmental goals and procedures.

Prepare narrative and statistical reports; maintain accurate records.

Lead the work of others engaged in appraisal activity.

**Experience and Education/Training**

**Experience:**

Three (3) years work experience at entry-level or associate-level property appraisal or equivalent experience in real estate appraisal.

**Education/Training:**

A Bachelor's degree from an accredited college or university is required, 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**

Possession of a valid Appraiser's and Advanced Appraiser for Property Tax Certificate according to the provisions of Revenue and Taxation Code Section 670 is required.

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

### **SUPPLEMENTAL INFORMATION**

Independent travel is required.

Incumbents are required to file an annual Conflict of Interest Statement in accordance with the provisions of the Political Reform Act of 1974.

### **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.

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**Donald W. Turko**  
**Director of Human Resources**

**BOS Date:** June 30, 2003

**CSC Date:** March 14, 2007