

COUNTY OF SOLANO
APPRAISER (SUPERVISING)

Rev. 4/07

DEFINITION

Supervises property tax appraisal activities, to include planning and directing the work of the Real Property Division staff, coordinating and monitoring work flow and conducting appraisals to assure that valuation meets the standards set by the Department, State Board of Equalization and courts of law.

CLASS CHARACTERISTICS

This class is characterized by the responsibility for supervising the work of the Real Property Division of the Assessor's Office, and preparing or assisting with preparation of complex appraisals of real property; reviewing completed work of appraisers, acting as a resource to staff to solve difficult appraisal problems, and assisting in developing and implementing policies, practices, and procedures of the Assessor's Office. This class is distinguished from the Chief Appraiser by the latter's responsibility for managing and directing the work of the Real Property and Personal Property functions of the Assessor's Office.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Appraiser.

Provides supervision to professional appraisal staff and technicians.

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

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, completing employee performance appraisals and participating in the hiring of new employees.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and reviews assessment documentation for completeness, accuracy and compliance with appropriate assessment methods; confers with assigned staff, assists with complex/problem situations, and provides technical expertise; provides training in appraisal techniques, continuing education, office procedures, safety, and computer skills.

Analyzes unit policies and procedures and develops new procedures and methods to adhere to State Board of Equalization rulings and new mandated laws; assists with development of new programs and enhancements of the Solano County Information Processing System relating to real property appraisals; assists with the providing of documentation supporting unit staffing and budget

requirements; researches and maintains unit workload and activity statistics; leads and/or participates in special projects.

Supervises tax appraisal activities; implements current office policies to adhere with State Board of Equalization rulings and new mandated laws; schedules appraiser assignments to ensure timeliness of completion and inventory of remaining appraisals to be completed; reviews completed work of appraisers for thoroughness and compliance with established appraisal practices; analyzes workloads of appraisers to determine time management and future task assignment; maintains safe and stable environment in which employees can work; assists with development of budget for area of assignment.

Informs upper management of urgent requests for actions/information to be supplied to taxpayers, the local media, or other government departments.

Responds to public inquiries by telephone or in person concerning assessed valuations, tax bills, and general questions concerning all property types in the County; explains tax laws and assessment practices; investigates complaints and re-values as warranted; conducts negotiations with owners and tax agents; mediates disputes and resolves conflicts between the Assessor's Office taxpayers, attorneys, and other parties; prepares formal assessment appeals cases; testifies and delivers oral presentations before the local Appeals Board.

Produces appraisals of the most complex residential, commercial, industrial, agricultural, multi-residential, or special-use properties; completes required forms/reports and maintains records.

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, commercial, industrial, agricultural, vacant land, transitional, and multi-use 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.

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

Completes and passes continuing education courses in order to comply with statutory requirements; participates in additional training in computer skills and general office educational meetings.

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, receives, completes, processes, and maintains a variety of forms, reports, correspondence, logs, and records.

Operates a motor vehicle, personal computer, general office equipment, microfiche/film reader, digital camera, architect/engineers scale, measuring devices, or other equipment as necessary to complete essential functions.

Communicates with supervisor, employees, other departments, County officials, Board of Equalization, Appeals Board, state/federal agencies, realtors, brokers, title officers, developers, contractors, engineers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends and conducts meetings to discuss policy and disseminate information.

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.

Performs general/clerical tasks, which may include answering telephone calls, entering data into computer, typing documents, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, or cleaning desk/work areas.

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.

Considerable knowledge of principles and practices of management and supervision.

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 interests.

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.

Plan, organize, and manage an appraisal program; evaluate program effectiveness.

Develop and implement operational procedures; interpret administrative direction and incorporate into operational policy and procedure.

Identify and analyze administrative problems and implement organizational changes.

Supervise the work of others engaged in real property appraisal activity; effectively delegate responsibility and authority to others; determine and evaluate levels of achievement and performance.

Effectively communicate and interact with subordinates, supervisors, department managers, the general public, outside agencies, and all other groups involved in the activities of the department; communicate effectively with people of diverse socioeconomic backgrounds and temperaments; secure cooperation and teamwork among professional and/or support staff; work effectively with others who have objectives counter to assigned role.

Interview people to acquire information necessary to perform appraisals.

Demonstrate tact and diplomacy.

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

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

Make decisions and independent judgments; project consequences of decisions; use independent judgment and work with little direct supervision as situations warrant.

Research and analyze data to arrive at an appropriate property valuation.

Draw logical conclusions and make appropriate recommendations.

Assist in preparation of budgets and funding proposals; prepare narrative and statistical reports; maintain accurate records and document actions taken.

Make routine arithmetical calculation.

Maintain confidentiality of information.

Represent Assessor at hearings on contested appraisals.

Use computer assistance to gather and analyze data.

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

Experience and Education/Training

Experience:

Four (4) years of progressively responsible appraisal experience within a County assessor's office, to include experience in real estate appraisal, sales, escrow, or lending and general supervision.

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

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

Possession and maintenance of valid California State Board Equalization Certified Advanced Property Tax Appraiser certification is required.

Possession and maintenance of valid Appraiser for Tax Purposes certification is required.

SUPPLEMENTAL INFORMATION

Independent travel may be 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 involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

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: April 11, 2007