

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, and vibrant wildflower meadows.



Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafés, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton, Mono City, Lee Vining, and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra, enjoy working where you vacation. An outstanding opportunity exists in the beautiful Eastern Sierra.

***BENEFITS:** Mono County provides generous benefits, including Cal PERS retirement, medical, dental, vision and 401 deferred compensation.*

TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411

Email: hr@mono.ca.gov

www.monocounty.ca.gov

Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

COUNTY OF MONO



INVITES APPLICATIONS FOR

APPRAISER AIDE

Assessor's Office

FINAL FILING DATE:

Open Until Filled

SALARY:
\$ 26.28/hr - \$31.94 /hr DOE

Location: Bridgeport, CA

Equal Employment Opportunity Employer

RESPONSIBILITIES

Under supervision of the Mono County Assessor or designee, provides assistance to appraisal staff in the appraisal of real and personal property, and the preparation of the assessment roll; and performs other work as assigned.

Examples of Duties:

- Assemble records, forms, and complete preparation work for review by other appraisal staff;
- May participate in field inspections of land, structures, or other improvements;
- Interpret written legal descriptions for physical property and translate said descriptions into Assessor's Parcel Numbers;
- May assist appraisal staff with inspections of larger, more complex properties;
- Gather data necessary to describe property to be appraised;
- Work closely with the permitting agencies in Mono County to collect and process building permits;
- Respond to verbal and written communications (including email) to satisfy data and other inquiries;
- Prepare routine correspondence related to property valuation work;
- Develop and maintain documentation and other standards as needed;
- Search recorded deeds and surveys to determine correct locations and descriptions of properties;
- Provide ongoing updates to the assessor's data set;
- 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;
- Assist in the completion of appraisal records, including verification calculations;
- Locate, explain, and interpret technical descriptions of property contained in deeds and assessor's records;
- Perform other duties as assigned.

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 and government code;
- Basic state and local laws pertaining to property description and appraisal;
- Land records, specifically those used for property tax valuation and assessment.

Ability & Willingness to:

- Learn assessment practices and procedures relating to clerical activities;
- Conduct routine research; collect, assemble, process, and record data related to property values;
- Work closely with individuals in various departments of local agencies (Mono County, Town of Mammoth Lakes, etc.);
- Assemble and analyze statistical and narrative information;
- Skillfully prepare presentations of data, records, and reports;
- Work alone and in a team environment, without excessive supervision;
- Think creatively for the good of the organization and arrive at service-oriented solutions;
- Establish and maintain cooperative working relationships;
- Maintain effective communications and good relations with the public;
- Attend appropriate meetings, trainings, and conferences;
- Maintain confidentiality, where necessary.

JOB DETAILS

Location:

Mono County Assessor's Office, Bridgeport, CA

Minimum Qualifications:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Special Requirements:

Possession of a valid Driver's License.

May work other than a normal 8:00 a.m. to 5:00 p.m. shift.

THE EXAM PROCESS

The exam process will consist of a practical exam, and a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral interview with County management staff.

For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flyer, job application by accessing Human Resources Employment Opportunities website:
www.monocounty.ca.gov