

APPRAISER III

DEFINITION

Under direction, to perform the most complex appraisals of real property for ad valorem tax purposes; to assist with the developmental appraisal methods and analytical methodologies, including data processing systems; to provide project leadership and training for other staff; to make field investigations, and appraisals of vacant land, residential, possessory interest, commercial, farm, and resort properties; to explain appraisal methods, laws, and procedures to the public; to defend challenged appraisals before the Assessment Appeals Board when necessary; to perform other job related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced working level in the Appraiser class series. Incumbents are expected to perform the full scope of real property appraisal, requiring an extensive appraisal knowledge and background, with minimal supervision and direction. Also, they are expected to perform the more complex appraisals and special job assignments, as well as assist with the training of new staff. They must be fully capable of explaining appraisal methods and applicable sections of the Revenue and Taxation Code to the public.

REPORTS TO

Chief Appraiser or designee.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

May assist in designing, implementing, and helping maintain department appraisal procedures, methods, and standards; develops and updates sales ratio data; may assist with the design and implementation of data processing methods; conducts studies of appraisal systems and analyzes current practices; performs the full range of real property appraisal work; performs the more difficult, complex, and unusual appraisal assignments; monitors property sales and changes of ownership to evaluate transaction types and appropriateness of reappraisals; designs samples sample selection procedures and systems for evaluating infrequently sold properties, makes field investigations and conducts a variety of interviews to gather data for the evaluation of property; combines

the variety of elements affecting property value and exercises considerable judgment in arriving at consistent, equitable appraisals for tax assessment purposes; records factual information and comments on appraisal forms; performs roll corrections on properties incorrectly assessed; performs field investigations for a variety of purposes; reads a variety of maps; explains assessment procedures, value determinations, methods, and laws to the public; prepares analysis and defends challenged assessments before the Assessment Appeals Board, when necessary; prepares reports; may provide work direction and training for less experienced staff; maintain confidentiality.

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 FAX.

TYPICAL WORKING CONDITIONS

Work is performed in both an office and outdoor environments, often in inclement weather; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Factors, techniques, methods, and principles involved in the appraisal of real property.
- Methods of determining property values.
- Laws and regulations affecting the appraisal of real property, including pertinent principles and guidelines contained in the State Constitution, Revenue and Taxation Code, and Assessor's Handbooks.
- Organization, procedures, and responsibilities of the County Assessor's Office.
- Principles of work direction training.

Ability and willingness to:

- Apply appraisal principles, methods, and techniques in the equitable and justifiable appraisal of real property.
- Perform the more complex real property appraisal work.
- Provide training and work direction to other staff.
- Assemble and analyze statistical and narrative information.
- Read and interpret maps, assessment books, property descriptions, and legal codes.
- Prepare analytical reports.
- Perform a variety of special projects and assignments.
- Assist with the establishment of standardized appraisal systems and methods;
- Make mathematical calculations quickly and accurately.
- Understand and carry out oral and written directions.

- Speak and write effectively.
- Maintain effective communications and good relations with the public and individuals questioning assessment practices and results.
- Use computers.
- Establish and maintain cooperative working relationships.
- Learn sales ratio analysis and ratio determination methods.
- Learn to develop appraisal methods and standards.
- Maintain confidentiality.

Training and Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities might be:

Two (2) years of experience in performing property appraisals and value determinations comparable to that of an Appraiser 11 with the Mono County Assessor's Office.

- a. Six (6) years of experience in property tax-related duties in the Auditor/Controller's office, Treasurer/Tax Collector's office, or the Assessor's Office.

Or:

- b. Four (4) years of experience in property tax-related duties in the Auditor/Controller's office, Treasurer/Tax Collector's office, or the Assessor's Office.

And:

At least two (2) years college education.

Or:

- c. Bachelor's Degree.

Special Requirements:

- Possession of a driver's license valid in California.
- Possession of a valid appraiser's certificate issued by the State Board of Equalization.

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.

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