

**APPRAISER / SENIOR APPRAISER**

**DEFINITION**

To appraise commercial, industrial, rural, residential and personal property in determining value for property tax purposes.

**DISTINGUISHING CHARACTERISTICS**

**Appraiser** is the entry level classification in the Appraiser series. This class is distinguished from the Senior Appraiser by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

**Senior Appraiser** is the full journey-level class within the series. Employees within this class are distinguished from the Appraiser by the performance of the full range of duties as assigned and the possession of state certification. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level, or when filled from the outside, require prior appraisal experience.

**SUPERVISION RECEIVED AND EXERCISED**

**Appraiser** - Receives supervision from higher-level supervisory staff.

**Senior Appraiser** – Receives general supervision from higher-level supervisory staff; may exercise functional and technical supervision over lower-level staff.

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

Schedules and conducts field investigations and appraisals; performs such activities as inspecting, measuring, plotting and classifying real and personal property and property improvements.

Determines fair market values for property; defines property boundaries.

Gathers information, conducts economic and cost studies, and analyzes data in the appraisal of real and personal property and real property improvements.

Calculates replacement costs, obsolescence, construction costs, resale value and other pertinent factors.

Collects, analyzes and tabulates data to determine the value of the sale or rental of real and personal property; updates property records based on computations.

Appraiser/Senior Appraiser  
Rev.- 01/01/06  
Rev.- 01/01/07  
Rev.- 07/01/07  
Rev.- 01/01/08

M.O. #8-1/04/06  
M.O. #19b-1/4/07  
M.O. #19b-1/4/07  
M.O. #19b-1/4/07

Obtains needed information through interviews with owners, contractors, realtors and others.

Conducts audits of real and personal properties; conducts periodic real property inventories to ensure that all assessable property is on the County assessment roll.

Reviews aerial photographs for changes and locations of property improvements.

Prepares maps and drawings of real property being appraised.

Makes recommendations based on investigations.

Determines property eligibility for partitions or Proposition 8 review, welfare exemption, etc.

Prepares cases for presentation, and defends appraisals before local and state assessment appeals boards.

Inventories and canvasses appraisal areas for escaped assessments.

Updates and analyzes market values for use in determining property values.

Prepares, reviews and/or maintains accurate and up-to-date property records, maps, files, logs, reports, etc., as required.

Explains appraisal procedures and policies to the public; meets with property owners to discuss appraisals.

Performs general administrative work as required, including but not limited to preparing reports and correspondence, entering computer data, answering the telephone, copying and filing documents, etc.

Receives and responds to inquiries from other departments and personnel.

Performs related duties as assigned.

#### QUALIFICATIONS:

##### ***Appraiser:***

##### Knowledge of:

Basic principles and practices of property appraisal and land economics.

Basic principals and practices of property improvements, building construction and building materials.

Modern office procedures, methods and technology.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Ability to:

Learn, understand, interpret and apply pertinent federal, state and local laws, rules and regulations.

Learn and apply the principles and techniques of property appraisal.

Assemble and analyze data and make mathematical calculations, charts, and descriptions in connection with appraisal work.

Understand and follow oral and written instructions.

Prepare required reports, records and logs accurately and in a timely manner.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Perform duties in uncomfortable and/or hazardous environmental conditions as required, following established safety regulations.

***Senior Appraiser*** (in addition to the qualifications of Appraiser):

Knowledge of:

Principles and factors involved in the appraisal of a wide variety of real property and the appraisal process.

Real property laws and applicable guidelines of the State Board of Equalization.

Provisions of the State Constitution and Taxation Code pertaining to the assessment of property for tax purposes.

Organization and operating procedures of the Assessor's Office.

Economic, environmental and related factors involved in the valuation of properties.

Ability to:

Interpret and apply pertinent federal, state and local policies, procedures, laws and regulations.

Apply appraisal principles and techniques in the equitable and justifiable appraisal of real and personal property.

Read and interpret legal descriptions and a variety of property parcel maps and aerial photographs.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

***Appraiser:***

Experience:

Some experience in real estate or property appraisal is desirable.

Training:

Bachelor's degree from an accredited college or university with major course work in public or business administration, real estate and land management, or related field.

***Senior Appraiser:***

Experience:

Two years of experience comparable to that of an Appraiser in Glenn County.

Training:

Bachelor's degree from an accredited college or university with major course work in public or business administration, real estate and land management, or related field.

LICENSE OR CERTIFICATE:

***Appraiser:***

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Ability to obtain a valid certificate as an Appraiser issued by the California State Board of Equalization.

***Senior Appraiser:***

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a valid certificate as an Appraiser issued by the California State Board of Equalization.

	Appraiser	Senior Appraiser
Classification Code:	3025170	3035505
Bargaining Unit:	40	40
FLSA Status:	Y	Y
Workers' Compensation Code:	9410	9410
Pay Table:	CNTY	CNTY
Range:	Refer to current "Class Range Sort List"	