

COUNTY OF SOLANO

CLASS SPECIFICATION

APPRAISER (ENTRY)

CLASS SUMMARY:

This is the entry level in the Appraiser series. Under the provisions of the State of California Revenue and Taxation Code, makes investigations and collects/analyzes data for valuation of residential, agricultural, and small commercial real properties to determine value for tax assessment purposes; serves as primary point of contact with the general public concerning real property tax assessment issues.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from that of the Appraiser class which is the journey level in the series and performs the full range of appraisal duties within the framework of established procedures. Incumbents assigned to the Appraiser (Entry) level are not expected to function at the same skill level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedure are explained as they arise.

SUPERVISION RECEIVED AND EXERCISED:

- Receives immediate supervision from the Appraiser (Supervising).
- Exercises no supervision.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position requirements will vary depending on the needs of the department.

- 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, small commercial, agricultural, and vacant land 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.
- Produces appraisals of new construction for residential, small commercial, and agricultural properties; completes required forms/reports and maintains records.
- Analyzes and interprets the State of California Revenue and Taxation Code (R&T Code) relating to researching/examining deed transfers, percent ownership changes, and various exclusions and exemptions as set forth by law.
- Responds to public inquiries by telephone or in person concerning assessed valuations of all property types; explains tax laws and assessment practices; investigates complaints and re-values as warranted; mediates disputes and resolves conflicts between taxpayers, attorneys, and other parties.

- 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, composes, or completes various forms, reports, correspondence, and records.
- 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 other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** Bachelor's degree from an accredited college or university, preferably in Business Administration, Public Administration, Economics.

Substitution of Experience for Education: Must have graduated from high school or has a General Educational Development (GED) diploma, and has four (4) years of relevant experience. "Relevant experience" means employment experience within the last ten years in any of the following occupations:

- (a) An accountant, auditor, real property appraiser, building cost estimator, engineer, real estate loan agent, real estate loan underwriter, right-of-way agent, licensed building contractor; or
 - (b) A real estate licensee, licensed by the California Department of Real Estate, engaged in buying, selling, leasing, or managing real estate; or
 - (c) An appraiser aide or appraiser trainee in an assessor's office or in the property taxes department of the Board of Equalization; or
 - (d) An employee, other than an appraiser, appraiser aide, or appraiser trainee, of an assessor's office or of the property taxes department of the Board of Equalization, except that such employment times shall be limited to qualifying for only 2/3 of the four-year experience requirement. The remaining 1/3 of time shall be accumulated by other relevant experience as described in (a), (b), and (c) above, or by education in an accredited institution of higher education.
- **Experience:** One (1) year of work experience as Appraiser Technician, Aide or equivalent position in an assessor's office or equivalent experience in real estate appraisal or related field.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- **Temporary Appraiser Certification:** A temporary Appraiser's certificate issued by the California State Board of Equalization must be obtained by an employee in this class within the first month of employment.
- **Permanent Appraiser Certification:** A permanent Appraiser's certificate issued by the California State Board of Equalization must be obtained by an employee in this class within the first year of employment.
- **Driver's License:** Possession of a valid Class C California Driver's License is required

Note: All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action, in accordance with Civil Service Rules and of applicable bargaining agreement.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

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.
- 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 interest.
- Use of professional tables and reference manual.
- Elements of formal appraisal reports.
- Methods of dealing with the public and defusing angry/hostile situations.
- Standard office procedures, practices, equipment, computers and software programs typically used in the position;
- Computerized data collection, retrieval, and analysis.

- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary and punctuation for both written and oral communication.
- Formats and appropriate terminology for written communications such as business correspondence and narrative reports.

Skills and/or Ability to:

- Utilize basic office equipment.
- Measure dimensions of buildings, structures, or areas.
- Drive a motor vehicle.
- 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.
- Read and interpret maps, blueprints, and schematics; create to-scale drawings of building perimeter walls.
- Plan, organize, and prioritize daily assignments and work activities.
- Determine the appropriate course of action in emergency or stressful situations.
- Research and analyze data to arrive at an appropriate property valuation; draw logical conclusions and make appropriate recommendations.
- Prepare narrative and statistical reports; maintain accurate records and document actions taken.
- Perform required mathematical calculations quickly and accurately.
- Maintain confidentiality of information.
- Research laws, regulations, procedures and/or technical reference materials.
- Communicate clearly and concisely, both orally and in writing; interview people to acquire information necessary to perform appraisals; demonstrate tact and diplomacy.

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work including those who have objectives counter to assigned role.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in the class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), climbing and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.
- **Lifting, Carrying, Pushing and Pulling – Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correcting, to prepare and analyze data and figures, transcribe, view a computer, read, and etc. Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- **Office Work plus Outdoor work:** While most work will be in an office setting, visits to outdoor properties will require an employee to work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.
- **Outdoor Work and Industrial Areas:** Visits to properties to be appraised may require exposure to adverse environmental conditions such as dirt, dust, wetness, rain, temperature and noise extremes, animal/wildlife attacks, animal/insect bites, sloped and/or uneven terrain.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Disruptive/Confrontational Human Contacts:** Employees in this class may be subject to disruptive and confrontational people.

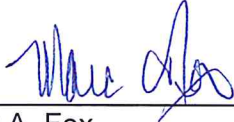
OTHER REQUIREMENTS:

- **Candidates must meet requirements for this office as set forth in the California Government Code.**
- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index and criminal checks in any City/County where the applicant has live, worked or gone to school.

- Independent Travel: Employees are required to travel independently, for example, to assess properties, to attend meetings with other County employees, and/or to attend meetings with community organizations.

SUPPLEMENTAL INFORMATION

- Employees may be promoted from the entry to the journey level without further examination in flexibly staffed classes.



Marc A. Fox
Director of Human Resources

CLASS HISTORY AND CLASS INFORMATION:

Date Adopted by Board of Supervisors: June 30, 2003

Date Approved by Civil Service Commission: March 14, 2007

Date(s) Revised: November 9, 2016

Date(s) Retitled and Previous Title(s) of the Class: