

CHIEF APPRAISER

DEFINITION

Under general direction, plans, organizes and directs the activities of the appraisal program of the County Assessor; may personally participate in unusual or complex appraisals; assists in the formulation of department policies; and other related work as required.

DISTINGUISHING CHARACTERISTICS

This position is responsible for evaluating appraisal standards, guidelines, techniques, and methods for conformance with policies, procedures, and applicable laws and regulations; develops working standards; and serves as an advisor to appraisal staff.

REPORTS TO

County Assessor.

CLASSIFICATION DIRECTLY SUPERVISED

Auditor/Appraiser I, II & III, Appraiser I, II, & III, and Appraiser Assistant.

CHIEF APPRAISER – 2

EXAMPLES OF DUTIES

- Researches, compiles, and analyzes information regarding office and field appraisals, work methods and techniques to determine the need for new programs, policies, procedures, and guidelines.
- Directs, oversees and participates in the development of the appraisal work plan.
- Assigns work activities, and projects.
- Monitor work flow.
- Review and evaluates subordinates.
- Has responsibility over the departments fleet of cars.
- Reviews and analyzes legislation, case law and other regulations which may effect the Assessor's Department.
- Assists in preparing policies, procedures and forms consistent with new laws.
- Communicates changes to other staff.
- Assists in preparing the appraisal budget.
- Assists in budget implementation.
- Prepares a variety of written reports and correspondence as needed.
- Assists in providing a variety of information to the public regarding property appraisal procedures, policies and methods.
- Answers the more technical questions regarding assessments.
- Prepares reports required by the state and federal law.
- Reviews appeal responses.
- Appears on behalf of the Assessor and testifies as an expert witness in appraisal and assessment matters.
- Provides vacation and temporary relief as needed.
- And to do other related work as required.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX.

TYPICAL WORKING CONDITIONS

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

CHIEF APPRAISER – 3

KNOWLEDGE OF

- Theories, principles, goals and objectives of rural, residential, and commercial property principles, terminologies and procedures.
- Provisions of State Constitution, Revenue and Taxation Code and other regulations pertaining to the assessment of real and personal property.
- Principles and practices of rural, residential, commercial, industrial, business, real and personal property appraisals.
- Principles and techniques of supervision and management.
- Computer applications as required of the work.

ABILITY TO

- Plan, prioritize, assign and evaluate the work of appraisal staff.
- Conduct employee training and development.
- Assemble and analyze appraisal data and determine factors affecting the valuation of real property.
- Prepare complex and detailed written and verbal reports.
- Analyze situations accurately and adopting the most effective course of action.
- Perform administrative work including budgeting.
- Establish and maintain effective working relationships with those contacted in the course of work.

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 would be:

Equivalent to a Bachelors degree with major coursework in areas of mathematics, statistics, economics, drafting, surveying, engineering, architecture, property management or a related field.

Experience related to the appraiser function which will have provided the knowledge and skills outlined above may be substituted for the education on a year to year basis.

Possession of an Advanced Appraiser's Certificate from the State Board of Equalization.

Special Requirements: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.