

APPRAISAL ASSISTANT

DEFINITION

Under general supervision, to assist with collecting, recording, maintaining, and updating property appraisal data; to perform routine on-site inspections of real and personal property; to assist with the preparation of the County assessment roll; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized, working level Appraisal Assistant class for positions which provide a variety of technical assistance with the appraisal of property and the preparation of the assessment roll in the County Assessor office. Incumbents are expected to perform a variety of job assignments requiring some basic appraisal knowledge, as well as have the capability to explaining assessment procedures and regulations to the public.

REPORTS TO

County Assessor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

APPRAISAL ASSISTANT - 2

EXAMPLES OF DUTIES

- Performs on-site inspections of real and personal property for the purpose of gathering and verifying information for assessment purposes.
- Measures and diagrams new construction or alterations of residential, commercial, agricultural, and other types of real property and computes reproduction or replacement costs using various cost manuals or stated methods.
- Reviews new construction statements for completeness and contacts property owners to obtain missing or additional information.
- Maintains and updates records regarding addresses, tax rate area codes, appraiser parcel numbers, and site descriptions.
- Assists with maintaining secured, unsecured, and supplemental assessment rolls and related information.
- Monitors and updates changes in appraisal records to reflect changes in ownership, parcel splits, and combinations.
- Assigns new parcel numbers as appropriate.
- Forwards records to other appraisal staff as necessary.
- Proofs, verifies, and makes calculations for a wide variety of appraisal documents.
- Processes a variety of legal documents and forms such as deeds and affidavits.
- Provides information and explains assessment procedures and regulations to the public.
- Assists the public with the completion of assessment related forms and locating property sites in map books.

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.

APPRAISAL ASSISTANT - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic principles of property appraisal and related record keeping.
- Basic principles and practices of property improvements, building construction, and building materials.
- Mathematics and computations related to property appraisal.
- Principles and practices of data gathering and records maintenance.
- Computers and software used in a county assessor office.

Ability to:

- Provide assistance with property appraisals.
- Assemble and analyze statistical and narrative information.
- Read and interpret maps, assessment books, property descriptions, and legal codes.
- Prepare diagrams, charts, and property descriptions.
- Prepare summaries and reports.
- Input and retrieve information from a computer system.
- Make mathematical calculations quickly and accurately.
- Speak and write effectively.
- Maintain effective communications and good relations with the public and individuals requiring information about assessment practices and results.
- Establish and maintain cooperative working relationships.

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:

Three (3) years of experience in performing responsible office and technical support for property transactions, appraisals, and/or record keeping.

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.